

A G E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 22, 2022
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PRESENTATION

1. Jamestown-Yorktown Foundation
2. VDOT Update
3. Iwo Jima Memorial Park

D. CONSENT CALENDAR

1. Appointment of County Deferred Compensation Investment Board
2. Appropriation - \$13,165 - American Rescue Plan Act Funding for Adult Protective Services
3. Approval of Issuance by Economic Development Authority of up to \$8,000,000 in Revenue Bonds for Blaine Landing Phase II
4. Authorization for a Full-Time Firefighter I-IV (CONNECT Medical Case Manager) Position
5. Authorization for a Full-Time Housing Specialist I/II Position
6. Authorization for a Limited-Term Position and Use of American Rescue Plan Act Funds
7. Authorization for the Reclassification of General Office Clerk Position in the Clerk of the Circuit Court and Appropriation of Transfer from Donation Trust Fund - \$7,000
8. Contract Award - \$262,020 - Mowing and Trimming Service for Highway Rights-of-Way
9. Contract Award - \$310,006 - Williamsburg-James City County Courthouse Chiller Replacement
10. Establishment of a Full-Time Roadway Maintenance Crew
11. Grant Award - \$3,000 - Virginia E-911 Services Board Public Safety Answering Point
12. Grant Award - Virginia Stormwater Local Assistance Fund - \$927,763 and Fiscal Year 2022 Appropriation - \$218,334
13. Minutes Adoption

E. BOARD DISCUSSIONS

F. BOARD CONSIDERATIONS

G. BOARD REQUESTS AND DIRECTIVES

H. REPORTS OF THE COUNTY ADMINISTRATOR

I. CLOSED SESSION

1. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia, and pertaining to parcels along Merrimac Trail and along Pocahontas Trail

2. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia
3. Appointment - Chesapeake Bay and Wetlands Board
4. Appointment - Colonial Community Corrections Justice Board

J. ADJOURNMENT

1. Adjourn until 5 pm on March 8 for the Regular Meeting

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Christy Coleman, Executive Director, Jamestown-Yorktown Foundation

SUBJECT: Jamestown-Yorktown Foundation

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 2:06 PM

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Rossie Carroll, VDOT Williamsburg Residency Administrator

SUBJECT: VDOT Update

ATTACHMENTS:

	Description	Type
	Update Report	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 10:16 AM

VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

February 22, 2022

Maintenance Accomplishments (Nov 1 to January 31)

We have completed 275 of 400 maintenance work orders received from Nov 1st to January 31st with 125 outstanding (68.8% complete).

Residency Direct Line 757-253-5138. VDOT's Customer Service Center **1-800-FOR-ROAD (1-800-367-7623)**

Current Projects

I-64 Widening Segment 3 (UPC 106689) Shirley

The I-64 Segment 3 project included reconstruction of the existing lanes and an additional 12' wide travel lane and median shoulder in each direction. This project has been completed, ribbon cutting ceremony was held in late December and is in the process of being closed out. Will be removed from Quarterly Update.

Longhill Road Widening (UPC 100921)

Longhill Road Project from Rte 199 to Olde Towne Rd. Work began in November 2019 with Phase 1 complete. Phase 2 started with widening from the roundabout, moving toward Olde Town, reconstruction of Devon Road, addition of a right turn lane on Olde Town Road, landscaping and sod. Construction is scheduled to be complete early April of this year. Estimate lanes will be open to traffic in mid-March.

Olde Towne Rd/Longhill Rd Turn Lane Improv (UPC 108805) (Revenue Share FY 2017)

Improve the signalized Intersection of Olde Towne Road at Longhill Road and add turn lanes with added capacity. This project will extend the existing right turn lane and the adjacent sidewalk. Project completion is scheduled for early April of this year.

Skiffes Creek Connector (UPC 100200)

Project is under construction. The project design is for a new two-lane connecting roadway between Route 60 and Route 143, new turn lanes and intersection improvements, two bridges Skiffes Creek, and CSX railroad tracks / Route 143, and the addition of a multi-use path along eastbound Route 60 between Green Mount Parkway and the existing bus stop. Contractor performed girder installation over Rte. 143 on 2/17/22 with intermittent traffic stops.

The estimated start by stage is listed below with open to traffic projected for Fall 2022.

Stage 1 - Route 60 and Route 143 widening / improvements - April 2021

Stage 2 - New Construction between Rte 60 and 143 - May 2021

Stage 3 - Final Paving, Overlay, Striping, & Signage - Jun 2022

VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

February 22, 2022

Bridge Slope repairs - Rte 199 @ Richmond Rd and @ Moretown Rd
Mobilization starts February 21st

HITS Guardrail Contract UPC 120041

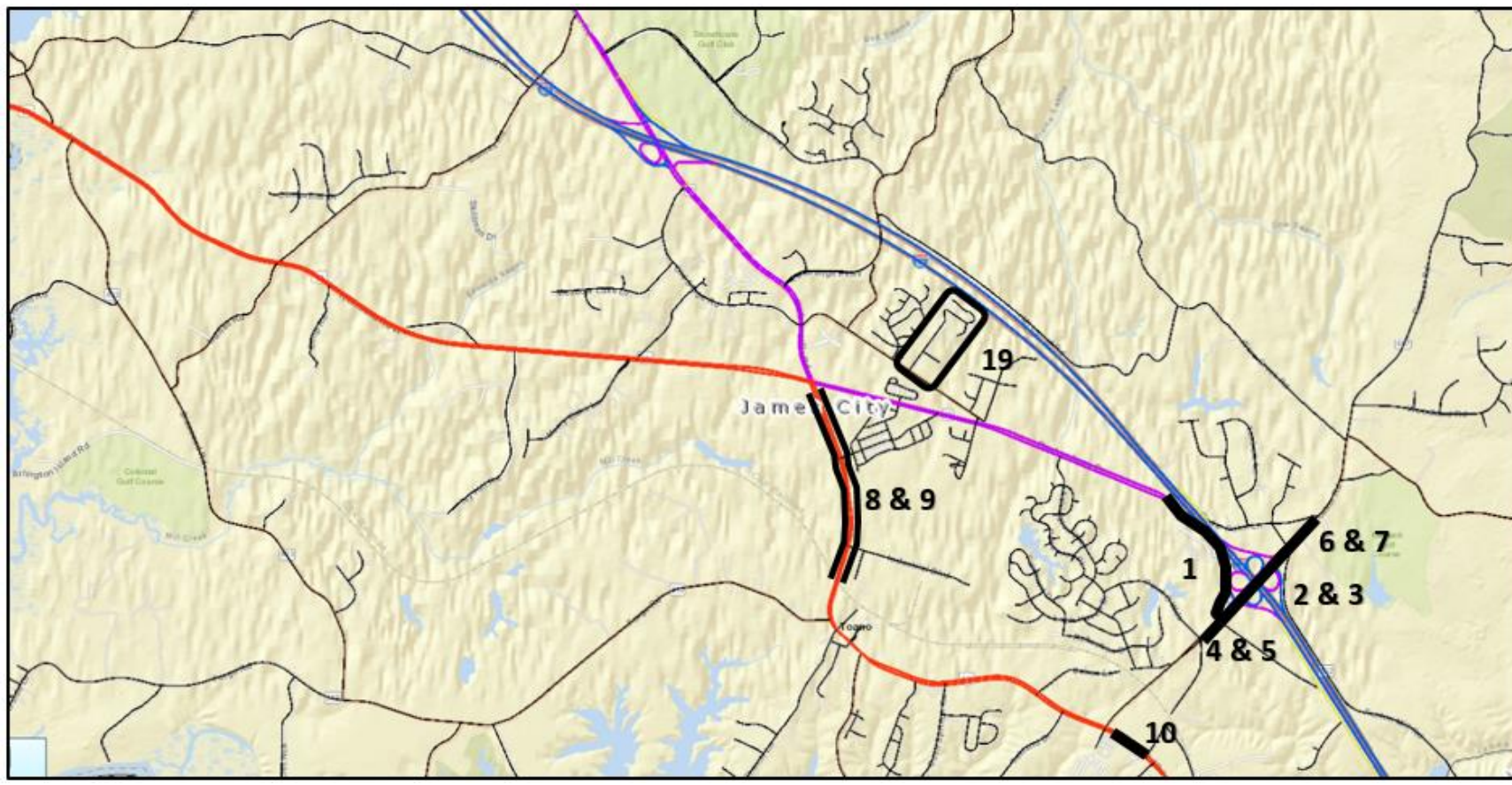
Contract has been awarded and executed

Pre-construction meeting was held on Feb 3rd

Notice to proceed was issued for February 18th and materials ordered.

Plant Mix – (UPC 117403/04 - 2022) Advertised December 2021

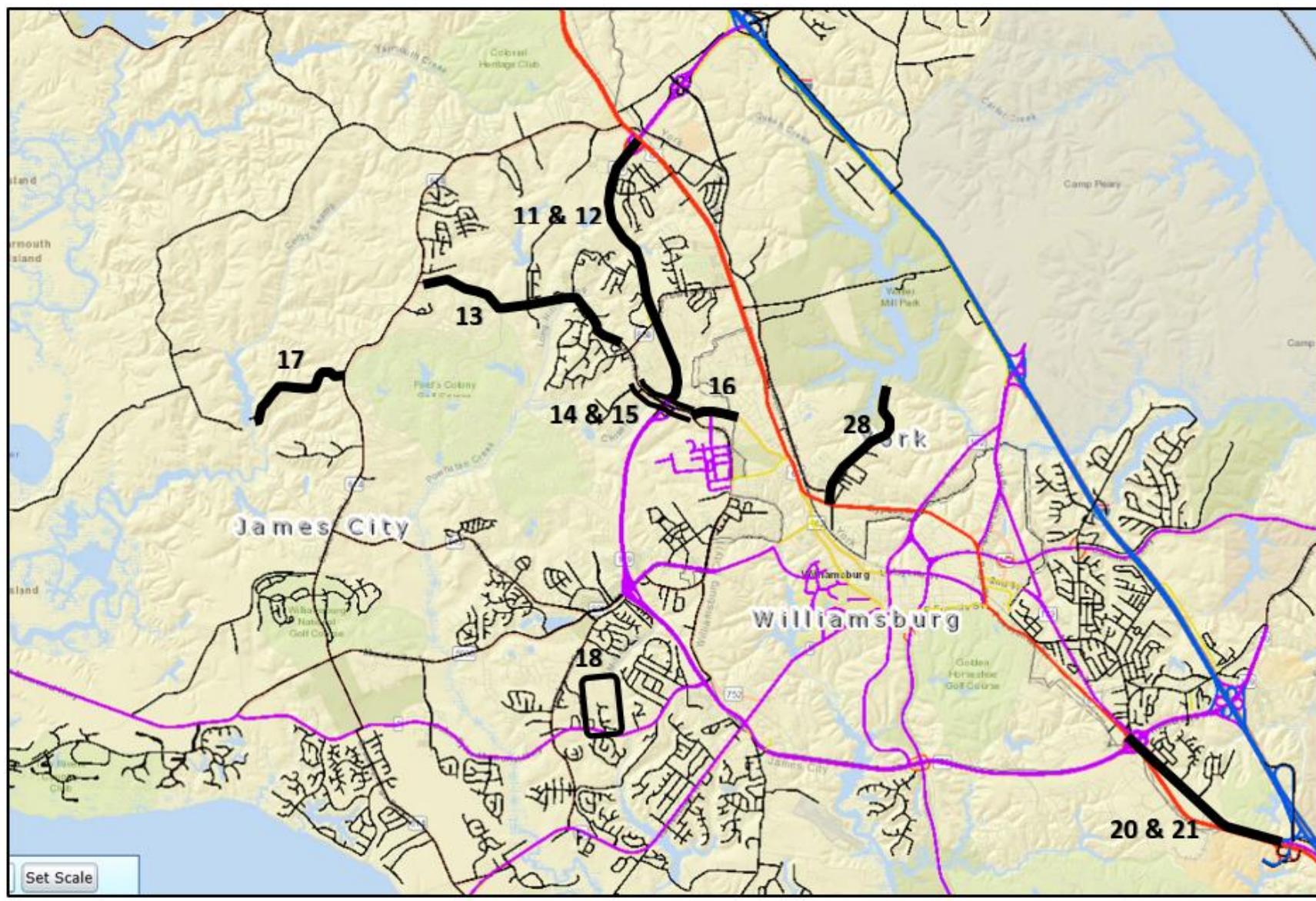
LOCATION MAP – James City County



VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

February 22, 2022



VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

February 22, 2022

Section	County	Route Name	MP From	MP To	From Description	To Description	Street Name	Subdivision
1	James City	R-VA SR00030EB	6.04	6.790	End Divided Highway	Croaker Rd., Rte. 607	Rochambeau Dr	
2	James City	R-VA SR00030EB	6.790	7.250	Croaker Rd., Rte. 607	End Rte. 30 at Ramp from I-64WB	Croaker Rd	
3	James City	R-VA SR00030WB	6.790	7.250	Croaker Rd., Rte. 607	End Rte. 30 at Ramp from I-64WB	Croaker Rd	
4	James City	R-VA047SC00607NB	0.867	1.010	N Side Rte. 758, Point O Woods Rd.	End Median, South Side Rte. 755, Rochambeau Dr.	Croaker Rd	
5	James City	R-VA047SC00607SB	0.867	1.010	N Side Rte. 758, Point O Woods Rd.	End Median, South Side Rte. 755, Rochambeau Dr.	Croaker Road	
6	James City	R-VA047SC00607NB	1.480	1.801	Ramp from I-64WB	South Side Rte. 609, Cedar Point Lane	Croaker Rd	
7	James City	R-VA047SC00607SB	1.480	1.677	Ramp to I-64WB	End Divided Hwy., North of Rte. 602, Fenton Mill Rd.	Croaker Road	
8	James City	R-VA US00060EB	5.069	6.181	End Theoretical Gore East of Rte. 30, Rochambeau Dr.	W Abut. RR Bridge E of Rte. 754, Industrial Blvd.	Richmond Rd	
9	James City	R-VA US00060WB	5.071	6.192	Beginning of Island E of Rte. 30, Rochambeau Dr.	W Abut RR Bridge E of Rte. 754, Industrial Blvd.	Richmond Rd	
10	James City	R-VA US00060EB	8.277	8.587	Paving Joint 0.11 Mi. E of Rte. 607, Croaker Rd.	End Divided Highway	Richmond Rd	
11	James City	R-VA SR00199EB	0.000	2.340	James City/York County Line @ Ramp from US60	Begin Decel Lane to Longhill Road Ramp	Humelsine Pkwy E	
12	James City	R-VA SR00199EB	1.533	1.790	East Abutment Bridge over US60, Richmond Road	James City/York County Line @ Ramp from US60	Humelsine Pkwy.	
13	James City	R-VA047SC00612EB	0.000	2.180	Rte. 614, Centerville Road	0.205 Mi. N. Int. Rte. 658 Olde Towne Road	Longhill Rd	
14	James City	R-VA047SC00612EB	2.890	3.370	0.105 Mi. S. of Williamsburg West Drive	Rte. 615, DePue Dr.	Longhill Rd	

VDOT Quarterly Transportation Update

James City Board of Supervisor Meeting

February 22, 2022

Section	County	Route Name	MP From	MP To	From Description	To Description	Street Name	Subdivision
15	James City	R-VA047SC00612WB	2.890	3.291	0.105 Mi. W of Williamsburg W Drive	End Concrete Median, Charing Cross	Longhill Rd	
16	James City	R-VA047SC00612EB	3.370	3.830	Rte. 615, DePue Drive	Williamsburg City Line	Longhill Rd	
17	James City	R-VA047SC00633EB	4.000	5.270	End of State Maintenance	Centerville Road	Jolly Pond Rd	
18	James City	R-VA047SC01417EB	0.000	0.340	Cul-de-sac	Paving Jt. East of Rte 5, John Tyler Hwy.	Running Cedar Way	GRAYLIN WOODS
	James City	R-VA047SC01418EB	0.000	0.130	Rte 1417	Cul-de-sac	Lady Slipper Path	GRAYLIN WOODS
	James City	R-VA047SC01419EB	0.000	0.100	Rte 1417	Cul-de-sac	Yarrow Ct	GRAYLIN WOODS
	James City	R-VA047SC01560NB	0.000	0.080	Running Cedar Way	Cul-de-sac	Wood Violet Ln	GRAYLIN WOODS
19	James City	R-VA047SC00756NB	0.000	0.420	Rte. 746, Old Stage Rd.	Rte. 1624, Welstead St.	Norman Davis Dr	TEMPLE HALL ESTATES
	James City	R-VA047SC01579EB	0.000	0.110	Rte. 756, Norman Davis Dr.	Cul-de-Sac	Joanne Ct	TEMPLE HALL ESTATES
	James City	R-VA047SC01624EB	0.000	0.140	Rte. 756, Norman Davis	Rte. 1638, Louise Ln	Welstead St	TEMPLE HALL ESTATES
	James City	R-VA047SC01638NB	0.000	0.270	Cul-de-Sac	Cul-de-Sac	Louise Ln	TEMPLE HALL ESTATES

James City Board of Supervisor Meeting

February 22, 2022

Upcoming Projects

Croaker Road Four Lane Widening from Library to RT 60 (UPC 100920)

Widen road for increased capacity from Rte 60 to RTE 1647 Point O Woods Rd. In Right of Way phase now and CN starts in late 2023.

Sidewalk and Bikeway on Rte 60 from Croaker to Old Church Rd (UPC 17633)

Approximate 0.4 mile sidewalk and bike lane project to increase pedestrian and bikeway connectivity. Project is being coordinated with Croaker Road Widening. Currently the project is in Right of Way with projected start of construction in late 2022.

VNG will be working in the Rte. 60 W roadway during AM peak on February 23rd and 24th to connect lines.

Pocahontas Trail Project

In PE phase, design alternatives and project estimates

Scoping has not been completed

SMART SCALE 20

#SMART20 Longhill Road Shared Use Path (UPC 115512)

Construction of a shared use path to fill gaps on Longhill Rd from DePue Dr to Lane Place. PE currently started with scoping activities and survey. Construction possibly start is 2024.

County Safety & Operational Projects

Signal Synchronization ongoing for Route 60 in the Lightfoot and Norge area

Monticello Avenue signal synchronization project starts next week

Traffic Studies

Rte. 606 – Riverview Rd. – School Bus Ahead Sign recommended

Rte. 615 – Ironbound Rd. = speed study resulted no change to 45 MPH posting

Rte. 600 – Six mt. Zion Rd. at Fieldstone Pkwy - No additional traffic control devices recommended

Rte. 610 – Forge Road Fire Station Entrance – Signage and pavement markings recommended to keep entrance open

Rte. 321 – Monticello Ave at Casey Blvd. and Settlers Market – FYA safety review determined no change needed at this time

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Jason Purse, Assistant County Administrator

SUBJECT: Iwo Jima Memorial Park

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/16/2022 - 2:52 PM

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Appointment of County Deferred Compensation Investment Board

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	1/28/2022 - 3:39 PM
Publication Management	Daniel, Martha	Approved	1/28/2022 - 3:44 PM
Legal Review	Kinsman, Adam	Approved	2/1/2022 - 11:09 AM
Board Secretary	Saeed, Teresa	Approved	2/1/2022 - 11:13 AM
Board Secretary	Purse, Jason	Approved	2/1/2022 - 2:29 PM
Board Secretary	Saeed, Teresa	Approved	2/1/2022 - 2:50 PM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Appointment of County Deferred Compensation Plan Investment Board

Because the County offers a deferred compensation plan for its employees, section 51.1-603 of the Virginia Code requires that the Board of Supervisors (the “Board”) create or designate an appropriate board or officer to administer the plan and shall confer upon such board or officer the authority to do all things by way of supervision, administration, and implementation of the plan, including the power to contract with private corporations or institutions for services in connection therewith.

The attached resolution formally establishes a Deferred Compensation Plan Investment Board (the “Plan Board”) made up of no fewer than three County employees and the General Manager of the James City Service Authority. The Plan Board will be responsible for the following tasks related to the deferred compensation plan offered by the County:

1. Establishing and maintaining an Investment Policy Statement;
2. Periodically evaluating the performance of investment options;
3. At appropriate times, make investment option changes;
4. Periodically monitoring its investment consultant and implementing changes when appropriate; and
5. Periodically monitoring plan costs related to investments and making changes at appropriate times.

In the execution of its responsibilities, the Plan Board must make its decisions based solely in the interest of the plan participants and beneficiaries, and for the exclusive purpose of providing benefits and defraying reasonable administrative costs.

I recommend adoption of the attached resolution.

ARK/md
DefCompPlnInvBd-mem

Attachment

RESOLUTION

APPOINTMENT AND RATIFICATION OF COUNTY DEFERRED COMPENSATION PLAN

INVESTMENT BOARD

WHEREAS, the Board of Supervisors of James City County, Virginia (the "County") offers its employees a deferred compensation plan; and

WHEREAS, section 51.1-603 of the Code of Virginia, 1950, as amended, requires that the Board of Supervisors (the "Board") create or designate an appropriate board or officer to administer the deferred compensation plan; and

WHEREAS, the Board desires to create and designate the Deferred Compensation Plan Investment Board as the board to administer the deferred compensation plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby create and designate the Deferred Compensation Plan Investment Board to administer the deferred compensation plan, which board shall have authority to do all things by way of supervision, administration, and implementation of the plan, including the power to contract with private corporations or institutions for services in connection therewith, in addition to all other requirements may be imposed by the Code of Virginia.

BE IT FURTHER RESOLVED that the County Administrator is hereby delegated authority to appoint no fewer than three County employees to be members of the Board, which shall also include one additional member to be appointed by the James City Service Authority Board of Directors.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

DefCompPlanInvBd-res

ITEM SUMMARY

DATE: 2/22/2022

TO: Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Appropriation - \$13,165 - American Rescue Plan Act Funding for Adult Protective Services

ATTACHMENTS:

	Description	Type
☐	Appropriation - American Rescue Plan Act Funding for Adult Protective Services - \$13,165	Cover Memo
☐	Appropriation - American Rescue Plan Act Funding for Adult Protective Services - \$13,165	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	2/8/2022 - 11:08 AM
Publication Management	Daniel, Martha	Approved	2/9/2022 - 8:14 AM
Legal Review	Kinsman, Adam	Approved	2/9/2022 - 9:11 AM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:05 AM
Board Secretary	Rinehimer, Bradley	Approved	2/15/2022 - 9:09 AM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:51 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Appropriation - American Rescue Plan Act Funding for Adult Protective Services - \$13,165

The Virginia Department of Social Services has allocated American Rescue Plan Act (ARPA) funding to localities in order to enhance and improve Adult Protective Services (APS) provided by local units of government. These resources are intended to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation.

The James City County Department of Social Services has been allocated \$13,165 of this ARPA funding for APS purposes. Eligible expenditures include purchased services and administrative operations that meet the federal spending guidance. Funding must supplement and not supplant current APS or home-based services funding provided to localities.

The aforementioned funds received through allocations do not require a local match.

Staff recommends the adoption of the attached resolution to the ARPA Fund.

RV/md
AppARPAFds-APS-mem

Attachment

RESOLUTION

APPROPRIATION - AMERICAN RESCUE PLAN ACT FUNDING FOR

ADULT PROTECTIVE SERVICES - \$13,165

WHEREAS, the Virginia Department of Social Services has allocated American Rescue Plan Act (ARPA) funding to local Departments of Social Services; and

WHEREAS, the purpose of this funding is to enhance and improve Adult Protective Services (APS) provided by local units of government. These resources are intended to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation. Eligible expenditures include purchased services and administrative operations that meet the federal spending guidance. Funding must supplement and not supplant current APS or home-based services funding provided to localities; and

WHEREAS, James City County is projected to incur expenditures in the amount of \$13,165 for Adult Protective Services, all of which is to be reimbursed through the Virginia Department of Social Services' ARPA allocation; and

WHEREAS, there is no local match requirement for the aforementioned funding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following appropriation to the ARPA Fund:

Revenue:

Federal - Adult Protective Services - ARPA	<u>\$13,165</u>
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Expenditure:

Adult Protective Services - ARPA	<u>\$13,165</u>
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John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

AppARPAFds-APS-res

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Approval of Issuance by Economic Development Authority of up to \$8,000,000 in Revenue Bonds for Blaine Landing Phase II

ATTACHMENTS:

	Description	Type
☐	memo	Cover Memo
☐	reso	Resolution
☐	plan and elevations	Exhibit
☐	application	Exhibit
☐	VHDA Exhibit	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Attorney	Kinsman, Adam	Approved	2/1/2022 - 2:33 PM
Publication Management	Pobiak, Amanda	Approved	2/1/2022 - 2:53 PM
Legal Review	Kinsman, Adam	Approved	2/2/2022 - 11:18 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 8:24 AM
Board Secretary	Purse, Jason	Approved	2/15/2022 - 9:48 AM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:51 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Adam R. Kinsman, County Attorney

SUBJECT: Approval of Issuance by Economic Development Authority of up to \$8,000,000 in Revenue Bonds for Blaine Landing Phase II

The Economic Development Authority of James City County, Virginia (the “EDA”) has approved Blaine Landing Phase II, L.P.’s (“Blaine Landing”) request that the EDA issue up to \$8,000,000 of its revenue bonds to provide funds to construct and equip an affordable housing development to consist of two buildings containing a total of 12 one-bedroom units and 48 two- or three-bedroom units, including 125 parking spaces, to be located at 7581 Richmond Road. The Internal Revenue Code provides that the Board of Supervisors must approve the issuance of these bonds. Should the Board approve the approval of the issuance of the Bonds, it does not constitute an endorsement to a prospective purchaser of the Bonds of the creditworthiness of the plan of finance or Blaine Landing.

Further, the bonds are not deemed to constitute a debt or a pledge of the faith and credit or taxing power of the EDA or the County. The County’s outside bond counsel, Hunton Andrews Kurth, LLP, has reviewed the request on behalf of the County and the EDA and have indicated no legal issues with the request.

Supporting materials are attached. Should the Board desire to approve this request, I recommend adoption of the attached resolution.

ARK/md
BlaineLdgIIRevBd-mem

Attachment

RESOLUTION

BLAINE LANDING PHASE II \$8,000,000 MULTIFAMILY REVENUE BONDS ISSUANCE

WHEREAS, the Economic Development Authority of James City County, Virginia (the “Authority”) is authorized to advertise and hold public hearings relative to the issuance of private activity bonds; and

WHEREAS, the Authority has considered the application of Blaine Landing Phase II, L.P., a Virginia limited partnership (the “Applicant”) requesting that the Authority issue up to \$8,000,000 of its revenue bonds (the “Bonds”) to assist the Applicant or an entity affiliated with and controlled by, or under common ownership with, the Applicant (the Applicant or such resulting ownership entity hereinafter referred to as the “Borrower”) in financing or refinancing a portion of the costs of constructing and equipping an affordable housing development to be known as Blaine Landing Phase II, to consist of two buildings containing a total of 12 one-bedroom units and 48 two- or three-bedroom units, including 125 parking spaces, to be located at 7581 Richmond Road in Williamsburg, VA 23188, in the County of James City, Virginia (the “Project”). Based on representations of the Applicant, the Project is structured to meet the requirements of a qualified residential rental project within the meaning of Section 142(d) of the Internal Revenue Code of 1986, as amended (the “Code”). The Applicant has represented that the Project will be owned by the Borrower; and

WHEREAS, Section 147(f) of the Code provides that the applicable elected representatives of the governmental unit having jurisdiction over the issuer of private activity bonds and over the area in which any facility financed with the proceeds of private activity bonds is located must approve the issuance of such bonds; and

WHEREAS, the Authority issues its bonds on behalf of the County of James City and the facilities related to the Project to be financed or refinanced with the Bonds are located in the County of James City; and

WHEREAS, the Authority, as the issuing governmental unit with respect to the Bonds, has no applicable elected representative, the County of James City constitutes the next highest governmental unit with such a representative, and the members of the Board of Supervisors of the County of James City (the “Board”) constitute the applicable elected representatives of the County of James City; and

WHEREAS, the Authority has recommended that the Board approve the issuance of the Bonds; and

WHEREAS, a copy of the Authority’s resolution authorizing the issuance of the Bonds, a certificate of the public hearing (including a summary of statements expressed at the hearing) and a fiscal impact statement have been filed with the Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia:

1. The Board approves the issuance of the Bonds by the Authority for the benefit of the Borrower, to satisfy the requirements of Section 147(f) of the Code and Section 15.2-4906 of the Code of Virginia of 1950, as amended, to permit the Authority to assist in the financing of the Project.

2. The approval of the issuance of the Bonds does not constitute an endorsement to a prospective purchaser of the Bonds or the creditworthiness of the Project or the Borrower.
3. The Bonds shall provide that neither the County of James City nor the Authority shall be obligated to pay the Bonds or the interest thereon or other costs incident thereto except from the revenues and monies pledged thereto and that neither the faith and credit nor the taxing power of the County of James City or the Authority is pledged to the payment of the principal of the Bonds or the interest thereon or other costs incident thereto.
4. In adopting this resolution, the County of James City, including its elected supervisors, representatives, officers, employees and agents, shall not be liable for, and hereby disclaim all liability for, any damages to any person, direct or consequential, resulting from the Authority's failure to issue the Bonds for any reason.
5. This resolution shall take effect immediately upon its adoption.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

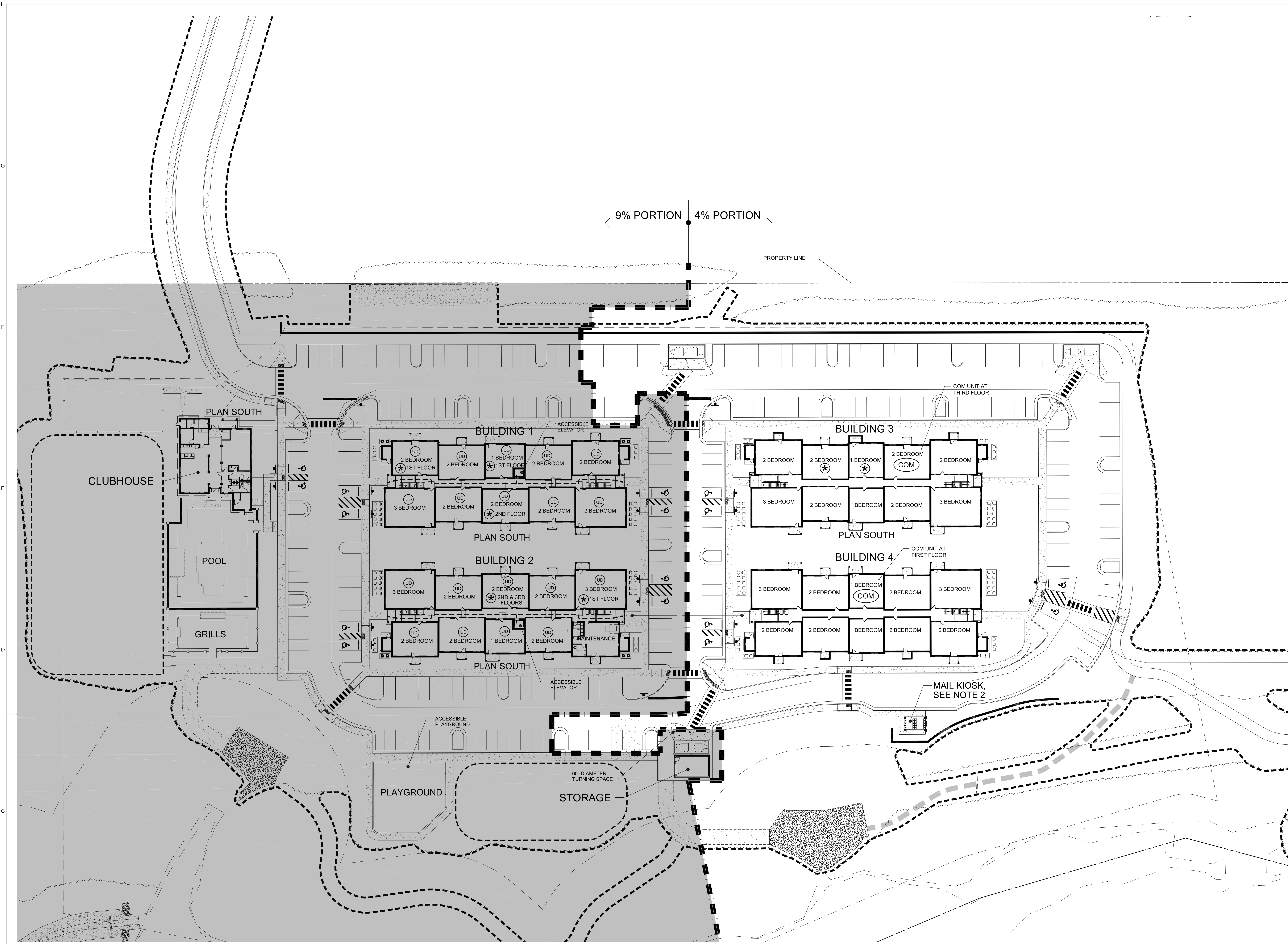
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Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

BlaineLdgIIRevBd-res



ARCHITECTURAL SITE PLAN
SCALE: 1/32" = 1'-0"



PROJECT UNIT MATRIX		
59 UNITS - 9%	60 UNITS - 4%	PROJECT TOTAL
6 ONE BEDROOM	12 ONE BEDROOM	
41 TWO BEDROOM	36 TWO BEDROOM	
12 THREE BEDROOM	12 THREE BEDROOM	
TOTAL: 59 UNITS	TOTAL: 60 UNITS	TOTAL: 119 UNITS

UNIT MATRIX - 4 %				
	1 BEDROOM	2 BEDROOM	3 BEDROOM	TOTAL
BUILDING 3	06	18	06	30
BUILDING 4	06	18	06	30
TOTAL	12	36	12	60
PERCENTAGE OF TOTAL	20%	60%	20%	

ACCESSIBLE UNITS: 4 % TYPE 'A' / ADA				
	1 BEDROOM	2 BEDROOM	3 BEDROOM	TOTAL
BUILDING 3	01	01	00	02
BUILDING 4	00	00	00	00
TOTAL	01	01	00	02

SITE LAYOUT LEGEND

SYMBOL	DESCRIPTION
(*)	LOCATION OF TYPE 'A' UFAS AND ADA UNITS
PLAN SOUTH	INDICATES 'PLAN SOUTH' ORIENTATION FOR PURPOSES OF THE CONSTRUCTION DOCUMENTS
---	ACCESSIBLE ROUTE - MAX RUNNING SLOPE 5%, MAX CROSS SLOPE 2%
■	INDICATES 9% PORTION OF PROJECT
(COM)	LOCATION OF ADA COMMUNICATION UNIT

- GENERAL SITE NOTES**
- THE ARCHITECTURAL SITE PLAN IS SHOWN FOR REFERENCE ONLY. REFER TO CIVIL DRAWINGS FOR SITE WORK NOTES AND INFORMATION.
 - REFER TO SHEET A601 FOR MAIL KIOSK DRAWINGS.

CONSULTANTS
ROBERT G. DASHIELL, JR. P.E., INC.
CONSULTING ENGINEERS
1323 WEST 200 STREET
ROCKYVALE, VIRGINIA 23158
(757) 689-2692

1228 PERIMETER PARKWAY
SUITE 101
VIRGINIA BEACH, VIRGINIA 23454
www.ts3architects.com
757.689.2699

PROJECT TITLE
BLAINE LANDING
APARTMENTS PHASE II
7581 RICHMOND ROAD
WILLIAMSBURG, VA 23188

PROJECT NUMBER
TS320095.00

CONTRACT DRAWING DATE

DRAWING TITLE
ARCHITECTURAL SITE PLAN

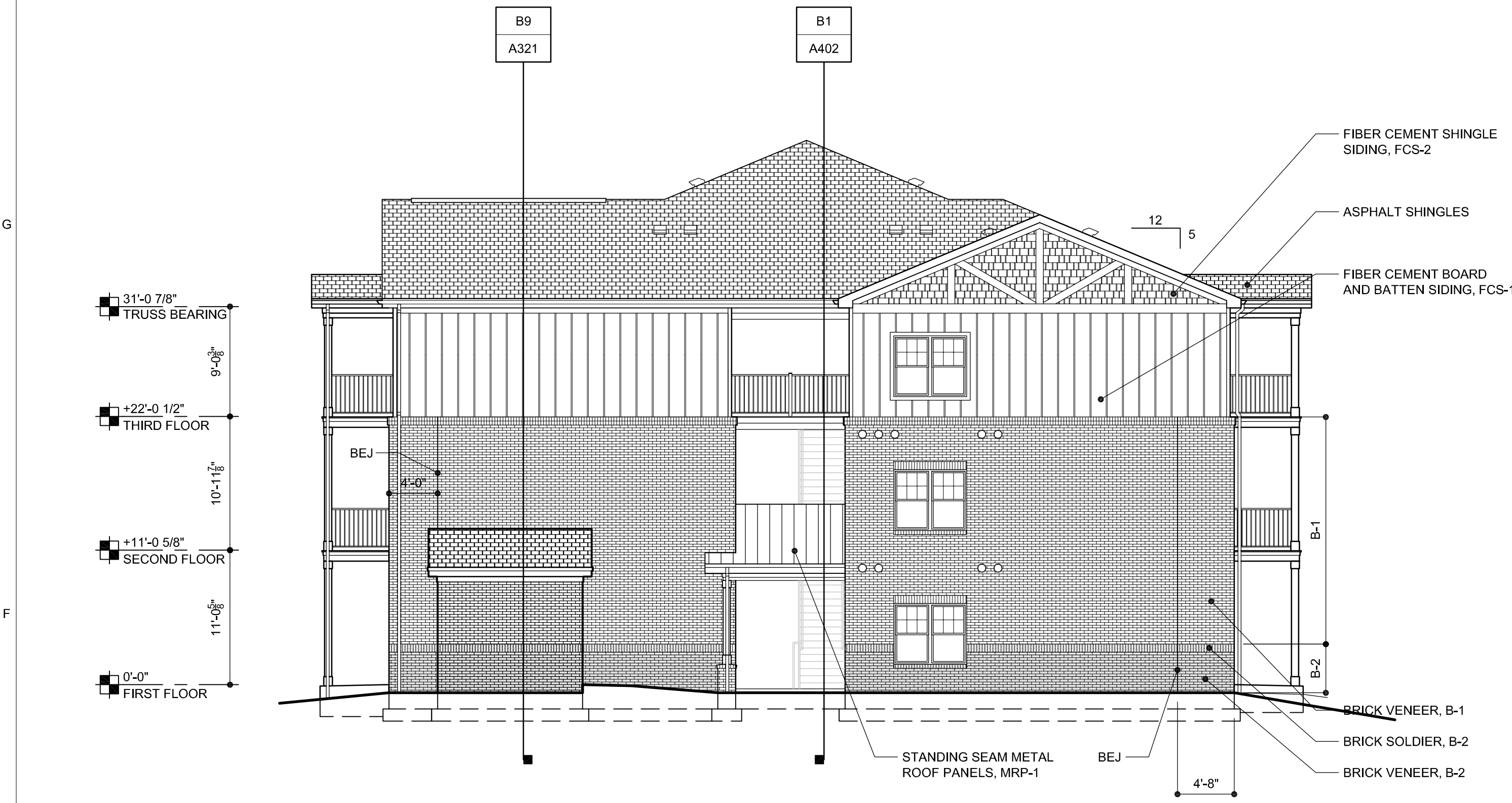
DRAWING NUMBER
G101

SHEET 1 OF 00

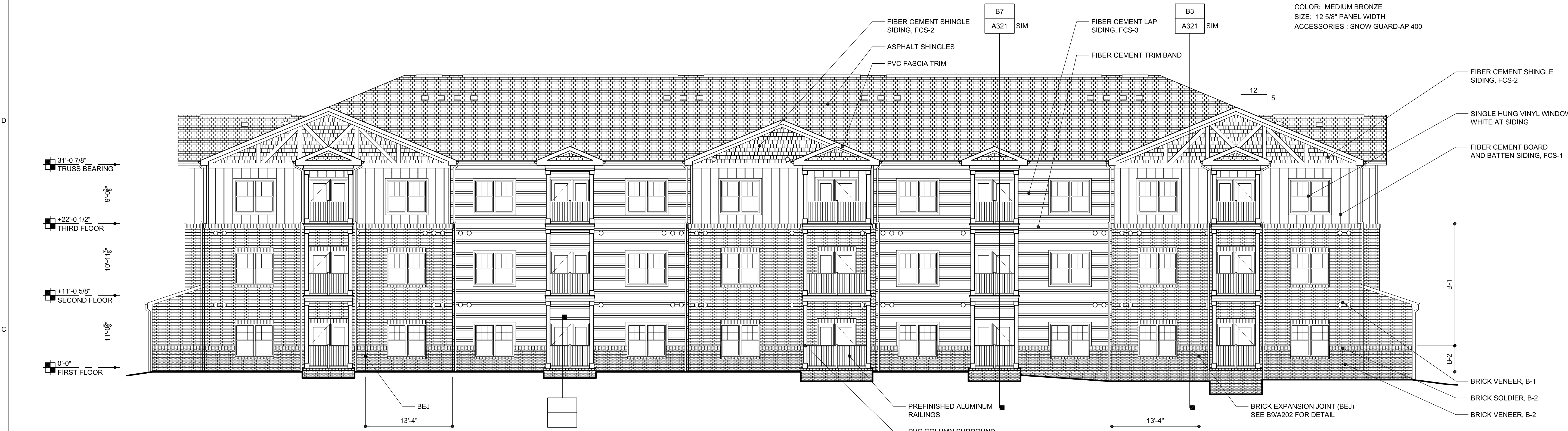


A201

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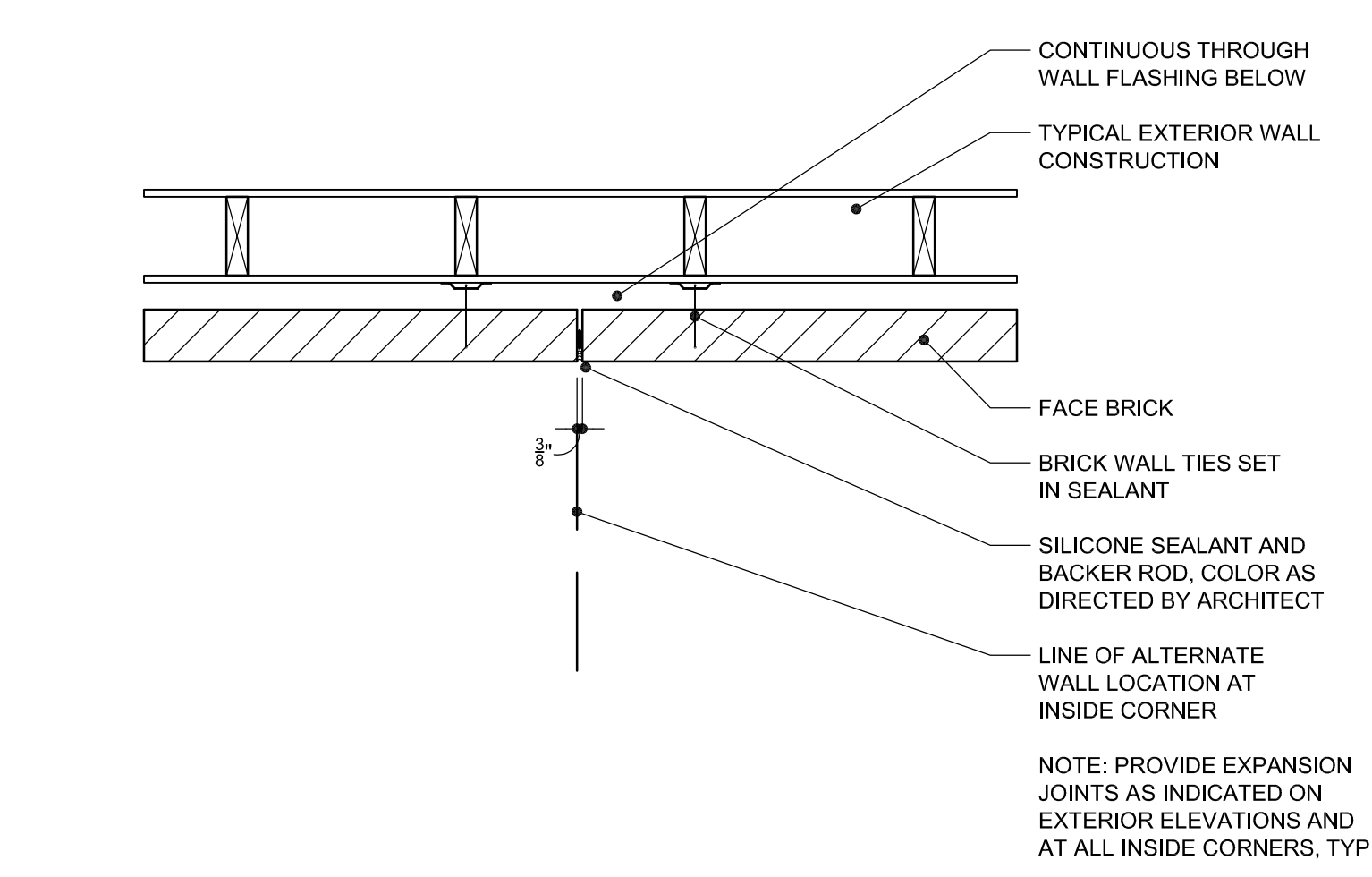
E1 BUILDINGS 3 & 4 - EXTERIOR ELEVATION
A202 SCALE: 1/8" = 1'-0"



B1 BUILDING 4 - EXTERIOR ELEVATION
A202 SCALE: 1/8" = 1'-0"

EXTERIOR FINISH LEGEND

ITEM	DESCRIPTION	MANUFACTURER	ITEM	DESCRIPTION	MANUFACTURER
UNIT MASONRY : 04 20 00			PLASTIC SIDING : 07 46 33		
BRICK:			LAP SIDING: (PSL)		PLY GEM MASTIC
B-1	SIZE : OVERSIZE 2.75" H X 3.625" D X 7.625" L COLOR RANGE : SPALDING TUDOR	GENERAL SHALE	SERIES : QUEST SIZE : DOUBLE 6"		
B-2	SIZE : OVERSIZE 2.75" H X 3.625" D X 7.625" L COLOR RANGE : HAMILTON	GENERAL SHALE	PSL-1	SIZE : DOUBLE 6" COLOR : DESERT SAND LOCATION : BREEZEWAY ONLY	
MORTAR: COLOR : WR 2443 SAND LOCATION : ALL BRICK		WORKRITE	ACCESSORIES: COLOR TO MATCH ADJACENT SIDING INSIDE CORNER POST J-CHANNEL		PLY GEM MASTIC
METAL FABRICATIONS : 05 50 00			FIBER-CEMENT SIDING : 07 46 46		
EXPOSED GALVANIZED STEEL LINTELS PAINT TO MATCH BRICK			FCS-1	VERTICAL SIDING: HARDIE PANEL - H25 - SMOOTH SIZE : 2.5" BATTENS @ 1'-4" O.C. COLOR : ARCTIC WHITE	JAMES HARDIE
PIPE AND TUBE RAILINGS : 05 52 13			FCS-2	SHAKE SIDING: SERIES : HARDIE SHINGLE SIDING - STRAIGHT EDGE PANEL SIZE : 5" EXPOSURE COLOR : NAVAJO BEIGE	JAMES HARDIE
PRE-FINISHED ALUMINUM RAILING COLOR: WHITE (AAMA 2604) STYLE: COLONIAL LOCATION: UNIT BALCONY AND BREEZEWAY LANDING		ATLANTIC ALUMINUM PRODUCTS	FCS-3	LAP SIDING: SERIES : HARDIE PLANK LAP SIDING SMOOTH SIZE : 6 1/4" WIDTH - 5" EXPOSURE COLOR : TIMBER BARK LOCATION : (BUILDINGS 3 AND 4 ONLY)	JAMES HARDIE
PRE-FINISHED ALUMINUM RAILING COLOR: RAL 7032 PEBBLE GREY (AAMA 2604) STYLE: CUSTOM LOCATION: BREEZEWAY STAIR		TCI POWDER COATINGS	FIBER CEMENT TRIM HARDIE TRIM COLOR : ARCTIC WHITE		JAMES HARDIE
ROUGH CARPENTRY : 06 10 00			MANUFACTURED GUTTERS AND DOWNSPOUTS : 07 71 23		
EXPOSED DIMENSION LUMBER AT BALCONIES AND BREEZEWAYS SPECIES: SOUTHERN YELLOW PINE (PT) SIZE : AS INDICATED ON DRAWINGS			6" SEAMLESS ALUMINUM GUTTERS 3" X 4" DOWNSPOUTS COLOR : WHITE		TBD
SEALER: PRODUCT : SUPER DECK (OIL BASED) COLOR : NATURAL LOCATION : ALL EXPOSED EDGES OF BREEZEWAY AND BALCONY FRAMING		SHERWIN WILLIAMS	JOINT SEALANTS : 07 92 00		
WOOD DECKING : 06 15 00			BRICK VENEER : MATCH MORTAR WINDOW SYSTEM : MATCH WINDOW SYSTEM		TBD
SPECIES : SOUTHERN YELLOW PINE (PT) SIZE : 5/4 X 6 NOMINAL			FIBERGLASS DOORS : 08 16 13		
SEALER PRODUCT : SUPER DECK (OIL BASED) COLOR : NATURAL LOCATION : TOP AND BOTTOM OF BREEZEWAY AND BALCONY DECKBOARDS		SHERWIN WILLIAMS	UNIT ENTRY DOORS PRODUCT : BELLEVILLE 2 PANEL SQUARE TOP COLOR : TBD		MASONITE
CELLULAR PVC TRIM : 06 60 00			UNIT PATIO / BALCONY DOORS PRODUCT : VISTA GRANDE, FULL LITE COLOR : DARK BRONZE (AT BRICK) WHITE (AT FCS-1)		MASONITE
EXPOSED TEXTURE: SMOOTH SIZE : AS INDICATED ON DETAILS COLOR : WHITE		TBD	ELEC. / SPRINKLER ROOM DOORS PRODUCT : BELLEVILLE, FLUSH SMOOTH COLOR : SW 6152 SUPERIOR BRONZE		MASONITE
ASPHALT SHINGLES : 07 31 13			ALUMINUM STOREFRONT : 08 43 00		
TIMBERLINE HDZ HIGH DEFINITION ROOFING SHINGLES COLOR : WEATHERED WOOD		GAF	PRODUCT : 350T MEDIUM STILE ENTRANCE DOORS SIZE : 2' 4 1/2" FRAME COLOR : WHITE LOCATION : CLUBHOUSE		KAWNEER
METAL ROOF PANELS : 07 41 13			VINYL WINDOWS : 08 53 13		
MRP-1	SERIES: PC SYSTEM - 1" H, STANDING SEAM MATERIAL: 0.040" THK ALUMINUM COLOR: MEDIUM BRONZE SIZE: 12 5/8" PANEL WIDTH ACCESSORIES : SNOW GUARD-AP 400	ATAS	SINGLE HUNG 1110 SERIES EXTERIOR COLOR : DARK BRONZE (AT BRICK) EXTERIOR COLOR : WHITE (FCS-1) INTERIOR COLOR : WHITE (ALL FLOORS)		PLYGEM



TYPICAL BRICK EXPANSION JOINT (BEJ) DETAIL
B9 SCALE: 1" = 1'-0"

CONSULTANTS
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23454
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757.689.2699

PROJECT TITLE
BLAINE LANDING
APARTMENTS PHASE II
7581 RICHMOND ROAD
WILLIAMSBURG, VA 23188

100-0000000000-0000000000

VIRGINIA CORPORATION NO.
405001837

PROJECT NUMBER
TS320095.00

CONTRACT DRAWING DATE

DRAWING TITLE
BUILDINGS 3 & 4 -
EXTERIOR
ELEVATIONS AND
LEGEND

DRAWING NUMBER
A202

SHEET 1 OF 00

ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY

APPLICATION STATEMENT

A. APPLICANT:

1. Legal name of applicant, type of entity and state of incorporation/organization:

Blaine Landing Phase II, L.P., a Virginia limited partnership

2. Address and location of principal office:

Project

Developer/Owner

7581 Richmond Rd
Williamsburg, VA 23188

440 Monticello Avenue, Suite 1700
Norfolk, VA 23510

3. Telephone number and email address:

757-640-2299 rcounselman@slnusbaum.com

757-640-2211 sswanberg@slnusbaum.com

4. Names and addresses of primary corporate officers:

Thomas G. Johnson, III
Richard T. Counselman
Miles B. Leon

440 Monticello Avenue, Suite 1700
Norfolk, VA 23510

5. Primary contact to whom correspondence should be directed:

Richard Counselman 757-640-2299 rcounselman@slnusbaum.com

Sharon Swanberg 757-640-2211 sswanberg@slnusbaum.com

6. Name and address of legal counsel for applicant:

Primary Counsel

Greg Lydon
Willcox & Savage
440 Monticello Avenue, Suite 2200
Norfolk, VA 23510

Special Counsel

Erik Hoffman
Klein Hornig
1325 G Street NW, Suite 770
Washington DC 20005

7. Indicate name, type of entity, state of incorporation/organization and relationship of all direct or indirect parent companies of applicant.

NA

B. STATEMENT OF BENEFITS TO JAMES CITY COUNTY AND THE COMMONWEALTH OF VIRGINIA FROM THIS PROJECT:

1. State what new employment opportunities will be created or retained as a result of this project, including number, types of jobs and estimated payroll.

This project is Phase II (60 Units) of a 2-part development, providing a total of 119 affordable housing apartment units. In addition to permanent management, leasing, maintenance and cleaning site staff, with an estimated annual salary total of \$170,500, the development will employ all trades necessary to complete construction, during an approximate 24-month construction period.

2. Estimate all local taxes by type and amount projected to be paid to James City County as a result of this project.

Real Estate Taxes - \$50,000 annually
Personal and Business Property Taxes - \$1,400

3. Specifically, state other potential benefits which will accrue to the inhabitants of James City County and the State of Virginia, including economic, social, or other non-monetary benefits.

The project will provide quality affordable housing in good proximity to employment and education opportunities, as well medical and other services.

C. IDENTIFICATION AND DESCRIPTION OF PROPOSED PROJECT:

1. General location of proposed project in James City County.

7581 Richmond Road
Williamsburg, VA 23188

2. Describe the type of facility which you are applying for financing. What operations will be conducted at the facility?

60 affordable multi-family housing units for lease to individuals and families.

3. Are you applying for pollution control bonds? If so, please state the types of pollution generated by your facility and briefly describe the type of equipment which you propose to meet your pollution problems.

NA

4. Describe the proposed arrangement to finance the cost of construction or acquisition of the project. Briefly detail a projected time schedule.

Project Financing

Bond Proceeds	\$ 8,000,000
LIHTC Syndication Proceeds	\$ 7,082,496
Deferred Developer Fee Note	<u>\$ 835,906</u>
Total Development Costs	\$15,918,402

Project Projected Timeline

Loan Commitments for Construction and Permanent Financing	4/30/22
Closing / Construction Start-Date	6/30/22
Begin Lease Up	6/01/23
Complete Construction	9/29/23
Complete Lease Up	12/01/23

5. If the applicant currently owns the project site, indicate:NA

- (a) Date of purchase
- (b) Purchase price
- (c) Balance of existing mortgage or other financing
- (d) Holder of mortgage or other financing

6. If the applicant is not the owner of the project site, does the applicant have an option to purchase the site and any buildings on the site? If yes, indicate: NA

- (a) Date option agreement signed with owner
- (b) Purchase price under option

(c) Expiration date of option

7. Has the applicant entered into a contract to purchase the site? If yes, indicate:

(a) Date signed 8/29/2020

(b) Purchase price \$1,835,000.00 purchase price of entire property Phase I and II

(c) Expected settlement date 6/30/2022

8. Who is the present owner of the project site, and what is the relationship between the present legal owner and the applicant?

Lisa Joy P. Marston, Trustee of the Lisa Joy P. Marston Revocable Trust Dated September 13, 2010.

No Identity of Interest between Buyer and Seller.

9. If pollution control bonds are issued, please indicate: NA

(a) Whether the total project is designed for any significant purpose other than the control of pollution, i.e., does the project result in an increase in production or capacity, or in a material extension of the useful life of a manufacturing or production facility or a part thereof.

(b) Estimated incremental cost of the project if the project is for the purpose of controlling pollution and for a significant purpose other than controlling pollution.

10. Status of plans for the project. Please indicate architect, engineer, general contractor and major subcontractors, as applicable.

Building plans are complete as of December 9, 2021

Site plan has been submitted to County and 1st round comments have been addressed.

TS3 Architects

AES Engineers

Morgan Keller Construction

11. Has construction work on this project begun? If yes, complete the following:

- (a) Site clearance _____ yes x no _____% complete
- (b) Foundation _____ yes x no _____% complete
- (c) Footings _____ yes x no _____% complete
- (d) Steel _____ yes x no _____% complete
- (e) Masonry work _____ yes x no _____% complete
- (f) Other (describe below) _____ yes x no _____% complete

12. List principal items or categories of equipment to be acquired as part of the project.

Office FF&E

Pool/Amenity Area FF&E

Grounds and Building Maintenance Tools and Equipment

13. Has any of the above equipment been ordered or purchased? If yes, indicate: None

<u>Item</u>	<u>Date ordered</u>	<u>Delivery date</u>	<u>Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14. State the proposed uses of bond proceeds.

Description of Cost

Land

Buildings \$11,846.234

Equipment	\$200,000
Engineering	\$86,600
Architecture	\$178,163
Interest during construction	\$ 218,644
Original Issue Bond Discount	
Costs of issuance	\$228,280
Reserves	
Other (please explain)	
Face amount of issue	\$8,000,000

15. Have any of the above expenditures already been made by the applicant? If yes, indicate particulars:

Yes, Architectural and Engineering plans are nearing completion. Expenses incurred to date are as follows:

Architecture – \$332,730
Engineering - \$125,455

16. Have any of the above expenditures been incurred but not paid by the applicant? If yes, indicate particulars:

No

17. Are costs of working capital, moving expenses, work in process, or stock in trade included in the proposed uses of bond proceeds?

No

18. Will any of the funds to be borrowed through the Authority be used to repay or refinance an existing mortgage or outstanding loan?

No

19. If any space in the project is to be leased to third parties, indicate total square footage of the project, amount to be leased to each tenant, and proposed use by each tenant.

NA

20. Type and amount of outstanding debt incurred by applicant. In addition, separately state the type and amount of outstanding bonds or other obligations, if any, on the present facilities. Include full debt service schedule for each separate obligation.

NA

21. Brief description of existing facilities:

- (a) Describe the location and type of existing facilities (including, if applicable, pollution abatement equipment now provided, its design, capacity, and year constructed). Indicate if the existing facilities are to be abandoned or will continue in use as part of the proposed new facility.

Existing abandoned structures, one residence (constructed around 1974) and two barns (constructed in the early to mid 60s), will be demolished.

- (b) Estimated first year annual operation and maintenance cost of any existing facility and the proposed facility.

Existing facility – NA
Proposed facility - \$372,513

- (c) Age and condition of existing buildings, if any improvements included within this project are to be made thereto, and whether owned in fee or leased.

Existing abandoned structures, one residence (constructed around 1974) and two barns (constructed in the early to mid 60s), will be demolished.

22. Will the construction, occupation, operation or use of the project involve the creation of any pollutants or other emissions, or the use or manufacture of any toxic or hazardous substances? No.

Will operation of the project involve consumption or use of large amounts of electricity,

water, gas or other services as products customarily furnished by utilities? Yes

N Will construction or operation of the project have any impact upon local businesses or residents, such as emission of odors, traffic in and out of the project, or storage of large amounts of materials at the project site? No,

Please provide particulars.

The project consists of 60, 1, 2 and 3 bedroom, multi-family apartment units, which will require new electric and water service.

D. FINANCIAL:

1. Commercial banking connections and for how long a period.

Wells Fargo
Towne Bank
Bank of America

2. Attach to application the following proof of financial responsibility for the preceding 3 years:
 - (a) Financial statements, including the audit, review or compilation report from a certified public accounting firm
 - (b) Tax returns

If the applicant does not have an annual audit, review or compilation, submit internal financial statements. If the applicant is a new or recently formed business entity, without recent financial statements, the applicant should furnish the financial information required by the application for each principal shareholder, partner or other principal of the applicant. If the applicant is a subsidiary corporation without its own financial statements, financial statements of the parent corporation or consolidated financial statements may be submitted. If the obligations of the applicant will be guaranteed by any person or business entity, then financial statements of such guarantor should also be included with the application. Pro forma financial statements, if available, should be submitted with the application. Because this application will become a part of the public records of the Authority, in the event the applicant does not desire financial records not otherwise available to the public to be included in the public record, please so indicate on the records so that such records may be returned to the applicant.

3. Has the applicant, any proposed guarantor, or any of their principal partners or shareholders ever declared bankruptcy or been involved in any bankruptcy or insolvency proceeding, whether voluntary or involuntary? If so, describe particulars.

No

4. Has any underwriter, broker or investment banker been retained by applicant in connection with this proposed bond issue? If so, who?

Stifel & Nicholas

5. Please indicate the person or institution to whom the bonds will be sold or any persons or institutions which have indicated an interest in purchasing or underwriting the bonds.

Stifel & Nicholas

E. MISCELLANEOUS:

1. Is the applicant or any major shareholder or partner presently involved in any litigation, investigation or proceeding? If so, please describe.

No

2. Is the applicant or any major shareholder or partner of the applicant, or any other person working for the applicant in this proposed financing subject to any order, decree or judgment of any court or administrative or other governmental agency or body? If so, please describe.

No

3. Is the applicant, or any of its shareholders or partners, or any guarantor, or any other person representing applicant in connection with this proposed financing, involved in any investigation, litigation or proceeding relating to the issuance or sale of securities or any applicable banking laws or regulations? Have any of the foregoing persons ever been involved in any such investigation, litigation or proceeding? If so, please describe details in full.

No

4. Is the applicant subject to any regulatory sanction (other than in the ordinary course of business) by any Federal or State administrative agencies or bodies? If so, please provide details.

No

F. AGREEMENT:

To induce the Economic Development Authority of the County of James City to consider this application, it is understood and agreed that the applicant is required:

1. To pay all cost and expenses incurred by the Authority in connection with this application, either from the proceeds of Industrial Revenue Bonds which might be approved for the project by the Authority or in the event such assistance is not approved or forthcoming or the proceeds are not sufficient, to pay all cost and expenses from its own resources.
2. To pay, in addition to all cost and expenses incurred by the Authority, a nonrefundable applicant fee to the Authority of \$400.00, to be paid at the time of submittal of this application.
3. To pay, in addition to all costs, expenses, and application fee, an administrative fee of either (check one):

_____ $\frac{1}{2}$ of 1% of the bond amount up to \$5 million, plus $\frac{1}{10}$ of 1% of the bond amount over \$5 million, with a total minimum fee of \$1,250, said fee to be paid at closing; or

_____ $\frac{1}{8}$ of 1% of the declining principle bond balance annually at the end of each calendar year for the life of the bond, said fee to be guaranteed by a binding promissory note at closing.

Administrative fees may be paid from bond proceeds to the extent permitted by law.

4. To comply with the Authority's Rules and Procedures, a copy of which has been received by the applicant.
5. To certify that all statements and information furnished with this application or on supporting papers are true and correct to its best knowledge and belief.
6. To advise the Authority in writing immediately of any material changes to the information contained in this application.
7. To certify that it understands the conditions of this application, and that there is no guarantee of approval of this application by the Authority.

This application is approved and submitted by the _____ Manager _____
(Authorized Agent)

of Blaine Landing Phase II, L.P. (Official Name of Applicant)

on this 16th day of December, 2021

WITNESS: Richard T. Counselman

By: Blaine Landing Phase II GP, L.L.C.
TITLE: By: Richard T. Counselman, Manager

DATE: 12/16/2021

(SEAL)

FISCAL IMPACT STATEMENT
FOR PROPOSED INDUSTRIAL REVENUE BOND FINANCING

Date: 12/16/2021

To the Board of Supervisors of
James City County, Virginia

Applicant: _____

Facility: _____

- | | | |
|------|--|-----------------------|
| 1. | Maximum amount of financing sought | \$ 8,000,000 |
| 2. | Estimated taxable value of the facility's real property to be constructed in the locality | \$ <u>\$6,000,000</u> |
| 3. | Estimated real property tax per year using present tax rates | \$ <u>\$50,400</u> |
| 4. | Estimated personal property tax per Year using present tax rates | \$ <u>1,400</u> |
| 5. | Estimated merchants' capital tax per year using present tax rates | \$ |
| 6.a. | Estimated dollar value per year of goods that will be purchased from Virginia companies within the locality | \$ <u>\$25,000</u> |
| b. | Estimated dollar value per year of goods that will be purchased from non-Virginia companies within the locality | \$ <u>\$310,000</u> |
| c. | Estimated dollar value per year of services that will be purchased from Virginia companies within the locality | \$ |
| d. | Estimated dollar value per year of services that will be purchased from non-Virginia companies within the locality | \$ |
| 7. | Estimated number of regular employees on year round basis | \$ <u>3-4</u> |
| 8. | Average annual salary per employee | \$ <u>\$38,500</u> |

Chairman, Economic Development Authority of
James City County, Virginia

PROJECT TABULATIONS

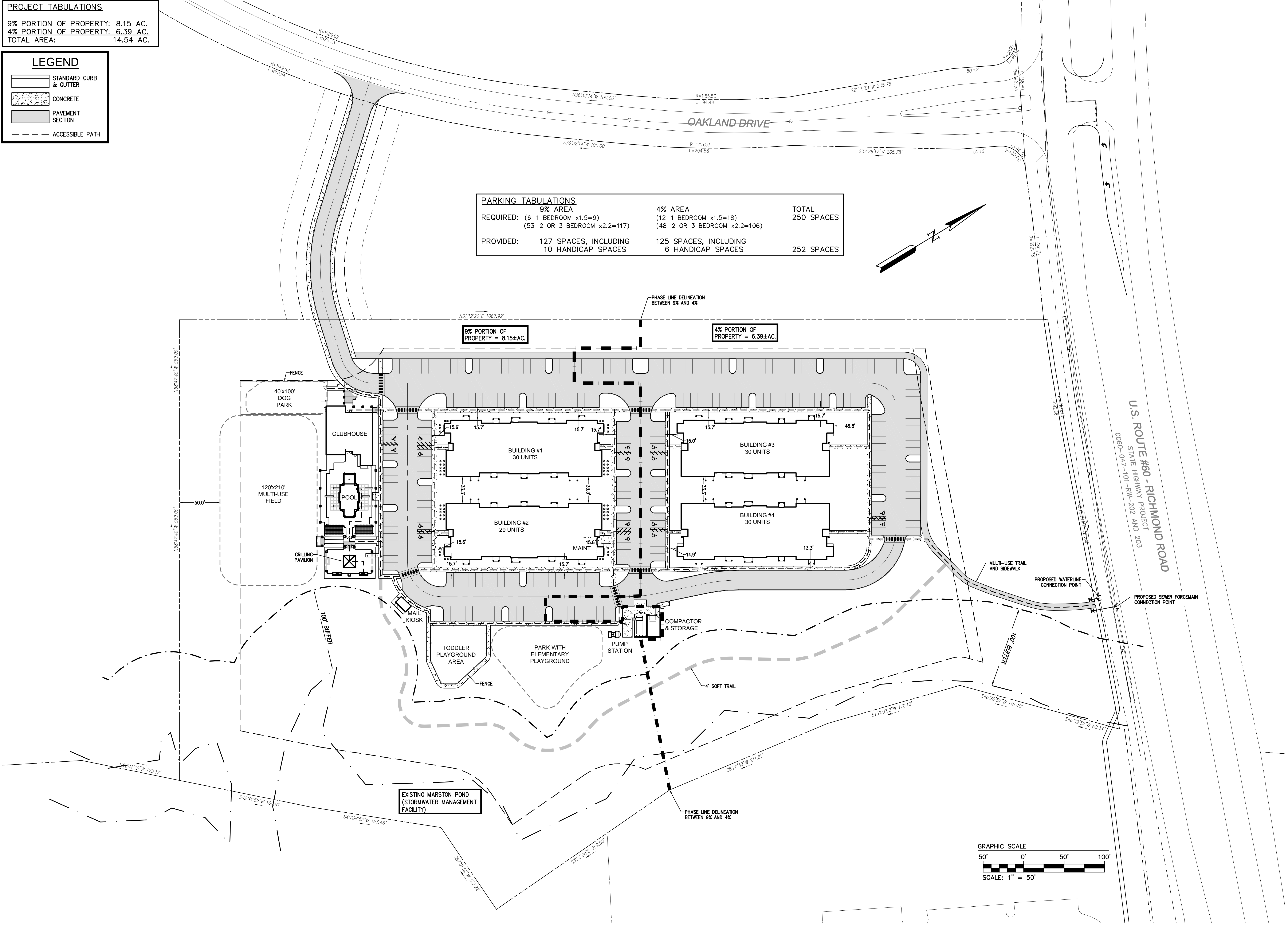
9% PORTION OF PROPERTY: 8.15 AC.
4% PORTION OF PROPERTY: 6.39 AC.
TOTAL AREA: 14.54 AC.

LEGEND

- STANDARD CURB & GUTTER
- CONCRETE
- PAVEMENT SECTION
- ACCESSIBLE PATH

PARKING TABULATIONS

9% AREA	4% AREA	TOTAL
REQUIRED: (6-1 BEDROOM x1.5=9) (53-2 OR 3 BEDROOM x2.2=117)	(12-1 BEDROOM x1.5=18) (48-2 OR 3 BEDROOM x2.2=106)	250 SPACES
PROVIDED: 127 SPACES, INCLUDING 10 HANDICAP SPACES	125 SPACES, INCLUDING 6 HANDICAP SPACES	252 SPACES



Rev.	Date	Description	Revised By

5248 Old Towne Road, Suite 1
Williamsburg, Virginia 23188
Phone: (757) 255-0040
www.aesva.com

AES
CONSULTING ENGINEERS

Hampton Roads | Central Virginia | Middle Peninsula

BLAINE LANDING
APARTMENTS

STONEHOUSE DISTRICT | JAMES CITY COUNTY | VIRGINIA

Project Contacts: GAM/TRS
Project Number: W10503-02
Scale: 1"=50'
Date: 03/15/21
Sheet Title: VHDA EXHIBIT

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Authorization for a Full-Time Firefighter I-IV (CONNECT Medical Case Manager) Position

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	2/4/2022 - 10:29 AM
Publication Management	Pobiak, Amanda	Approved	2/4/2022 - 10:58 AM
Legal Review	Kinsman, Adam	Approved	2/4/2022 - 11:13 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 8:25 AM
Board Secretary	Rinehimer, Bradley	Approved	2/7/2022 - 1:13 PM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:05 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Ryan T. Ashe, Fire Chief

SUBJECT: Authorization a Full-Time Firefighter I-IV (CONNECT Medical Case Manager) Position

The Community Outreach Network Education Care Thrive (CONNECT) program started in 2018 as a collaboration between Social Services, Fire, and Police to address the increased use of emergency services by senior and disabled residents for non-emergency needs. Fire/EMS, Police, and community partners can refer residents to the program, who are in need of assistance beyond the scope of services that the referring department/agency can provide. Individuals are offered ongoing case management to meet their unique needs such as treatment for chronic conditions, decreasing fall risk, providing caregiver support, and lifting barriers to meeting social determinants of health.

The Board of Supervisors previously authorized the use of American Rescue Plan Act (ARPA) funds to support a CONNECT Medical Case Manager position and related equipment needs. The Fire Department is proposing that this position be established as a full-time Firefighter I-IV that would serve as the Medical Case Manager and assist Social Services staff in the CONNECT program. This position would provide ongoing medical monitoring to those at high risk for use of emergency services or hospitalization, while the Social Work Case Manager would address the social determinants of health. The position will also visit individuals post-hospital discharge to help them track their medical needs as well as work with adult/senior facilities that frequently use the 911 system.

Adoption of the resolution establishes the full-time position for a two-year period using ARPA funds at an estimated cost of \$98,000 per year including benefits.

Staff recommends the adoption of the attached resolution.

RTA/md
AuthCONNECT-MCMgr-mem

Attachment

RESOLUTION

AUTHORIZATION FOR A FULL-TIME FIREFIGHTER I-IV

(CONNECT MEDICAL CASE MANAGER) POSITION

WHEREAS, the James City County Board of Supervisors has the authority to establish County full-time positions; and

WHEREAS, the Board approved uses of American Rescue Plan Act (ARPA) funding at the November 23, 2021, Business Meeting, including funding for a new Community Outreach Network Education Care Thrive (CONNECT) Medical Case Manager position; and

WHEREAS, the Fire Department proposes that this position be established as a Firefighter I-IV position, effective April 1, 2022, to serve as the Medical Case Manager for the CONNECT program for a two-year period.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the creation of a full-time Firefighter I-IV position in the Fire Department that will be funded by ARPA and will serve as the CONNECT Medical Case Manager.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

ICENHOUR
HIPPLE
LARSON
SADLER
MCGLENNON

VOTES

AYE NAY ABSTAIN ABSENT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

AuthCONNECT-MCMgr-res

ITEM SUMMARY

DATE: 2/22/2022

TO: Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Authorization for a Full-Time Housing Specialist I/II Position

ATTACHMENTS:

	Description	Type
☐	Authorization for a Full-Time Position	Cover Memo
☐	Authorization for a Full-Time Position	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Social Services	Vinroot, Rebecca	Approved	2/3/2022 - 2:58 PM
Publication Management	Daniel, Martha	Approved	2/3/2022 - 3:10 PM
Legal Review	Kinsman, Adam	Approved	2/4/2022 - 11:12 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 8:25 AM
Board Secretary	Rinehimer, Bradley	Approved	2/7/2022 - 1:20 PM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:05 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Rebecca Vinroot, Director of Social Services

SUBJECT: Authorization for a Full-Time Position

At the November 23, 2021, Business Meeting, the James City County (JCC) Board of Supervisors approved initiatives that would be supported through the use of American Rescue Plan Act (ARPA) funds awarded to the County. Among these approved initiatives was a proposal from JCC Department of Social Services to establish a Local Housing Choice Voucher (HCV) Program. This three-year program is designed to provide up to two years of subsidy per household. Additionally, each household will be provided Housing Counseling Services by the U.S. Department of Housing and Urban Development (HUD) Certified Housing Counselors assigned to the Housing Unit.

In order to effectively implement and manage the program, the Department of Social Services also requested a new temporary position of Housing Specialist I/II to be funded through ARPA, and the Board of Supervisors approved this use of the ARPA funding. This position will be funded for three years to allow time to evaluate the HCV program and decide if it is needed permanently in a future budget year.

The current HCV program operated in JCC is at capacity and there are numerous households on the waiting list that require assistance to pay for housing. A local HCV program was a recommendation of the 2019 Workforce Housing Taskforce which supported a local housing voucher program to provide assistance to additional households to enable them to rent housing in the private market. Additionally, the COVID-19 pandemic disproportionately affected households with lower-wage workers, who are still on the cusp of losing their current housing due to inability to sustain the expenses on their own. The local HCV program would lift the housing cost burden on these families so they can stabilize financially as JCC recovers from the pandemic.

Staff respectfully requests that the Board of Supervisors approve the creation of a new temporary position of Housing Specialist I/II to begin effective March 1, 2022, for three years that will be supported by ARPA funding.

RV/ap
AuthFTHsgSpecII-mem

Attachment

RESOLUTION

AUTHORIZATION FOR A FULL-TIME POSITION

WHEREAS, the James City County Board of Supervisors approved uses of American Rescue Plan Act (ARPA) funding at the November 23, 2021, Business Meeting; and

WHEREAS, the request from James City County Department of Social Services to establish a Local Housing Choice Voucher (HCV) program was approved for ARPA funding to provide up to two years of housing subsidy and housing counseling to eligible households; and

WHEREAS, in order to effectively implement the Local HCV program, the Board also approved the use of ARPA funding for a new temporary position of Housing Specialist I/II; and

WHEREAS, the Local HCV program will provide direct housing assistance to households in James City County with lower-wage workers who were disproportionately affected by the COVID-19 pandemic and require a housing subsidy to help lift the housing cost burden so that these households can stabilize financially as the County recovers from the pandemic.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the creation of a full-time temporary position in the Housing Office of James City County Department of Social Services to be funded by ARPA.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

ICENHOUR
HIPPLE
LARSON
SADLER
MCGLENNON

VOTES

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Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

AuthFTHsgSpecII-res

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Patrick N. Page, Director of Information Resources Management and Grace A. Boone,
Director of General Services

SUBJECT: Authorization for a Limited-Term Position and Use of American Rescue Plan Act Funds

ATTACHMENTS:

	Description	Type
☐	Memo	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Information Resources	Page, Patrick	Approved	2/7/2022 - 12:55 PM
Financial Management	Cochet, Cheryl	Approved	2/7/2022 - 2:08 PM
Publication Management	Daniel, Martha	Approved	2/7/2022 - 2:14 PM
Legal Review	Kinsman, Adam	Approved	2/8/2022 - 12:38 PM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:06 AM
Board Secretary	Rinehimer, Bradley	Approved	2/15/2022 - 9:10 AM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:51 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Patrick N. Page, Director of Information Resources Management
Grace A. Boone, Director of General Services

SUBJECT: Authorization for a Limited-Term Position

The Department of Information Resources Management (IRM) currently has two Capital Improvements projects needing a Capital Projects Coordinator. These projects were approved by the Board of Supervisors at the November 23, 2021 business meeting to be funded through the use of American Rescue Plan Act (ARPA) funds awarded to the County. The two projects will provide improvements to the County's technology infrastructure focused on expansion and updating of the fiber communication systems and replacement of the aging phone systems. General Services also has Capital Improvements and Maintenance projects approved for ARPA funding that need a Capital Projects Coordinator.

To move forward with these projects, the Board also approved the use of ARPA funding to support a Capital Projects Coordinator position that would be shared between IRM and the General Services Department. IRM and General Services are seeking approval for a Limited-Term Position for approximately three years. This position will be responsible for coordinating efforts from procurement to full construction or implementation of projects.

The estimated annual cost of the position including benefits is \$98,000, and the attached resolution establishes the position for approximately three years to the completion of the projects.

Staff recommends the adoption of the attached resolution.

PNP/GAB/md
AuthLTP-ARPAFds-mem

Attachment

RESOLUTION

AUTHORIZATION FOR A LIMITED-TERM POSITION

WHEREAS, the Department of Information Resources Management currently has two Capital Improvements projects approved by the Board of Supervisors for American Rescue Plan Act (ARPA) funding in order to improve the County's technology infrastructure; and

WHEREAS, the General Services Department has Capital Improvements and Maintenance projects to improve County facilities, which were also approved for ARPA funding; and

WHEREAS, the Board of Supervisors approved the use of ARPA funding for a Capital Projects Coordinator position to ensure the completion of these important projects during the next three years; and

WHEREAS, the annual cost for a limited-term position in the Department of General Services for these duties is estimated at \$98,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the creation of a limited-term position in the General Services Department to be funded by ARPA.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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HIPPLE
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SADLER
MCGLENNON

VOTES

AYE NAY ABSTAIN ABSENT

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Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

AuthLTP-ARPAFds-res

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Mona A. Foley, Clerk of Circuit Court

SUBJECT: Authorization for the Reclassification of General Office Clerk Position in the Clerk of the Circuit Court and Appropriation of Transfer from Donation Trust Fund - \$7,000

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Financial Management	Cochet, Cheryl	Approved	2/4/2022 - 3:00 PM
Publication Management	Daniel, Martha	Approved	2/4/2022 - 3:13 PM
Legal Review	Kinsman, Adam	Approved	2/7/2022 - 8:14 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 8:25 AM
Board Secretary	Rinehimer, Bradley	Approved	2/7/2022 - 1:19 PM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:06 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Mona A. Foley, Clerk of the Circuit Court

SUBJECT: Authorization for the Reclassification of General Office Clerk Position in the Clerk of the Circuit Court and Appropriation of Transfer from Donation Trust Fund - \$7,000

The current staffing in the Land Records Division consists of two full-time and two part-time staff members. The part-time staff resign seeking full-time employment which results in staff time used for training that takes several months. The recording of land records has increased. This is a detail-oriented position that also has a significant number of high value transactions which requires a more stable staff member with consistent knowledge of the laws and practices handed down from the Office of the Executive Secretary of the Supreme Court of Virginia.

The estimated cost of the position for the remainder of Fiscal Year 2022 is \$7,000, which would be funded by a transfer from the Clerk of the Circuit Court's Donation Trust Fund. Approval of this request requires adoption of a resolution reclassifying the position, transferring the funding from the Donation Trust Fund to the General Fund, and appropriating those funds to the General Fund.

Staff recommends the adoption of the attached resolution.

MAF/ap
ReclasGOClkAppTOF-mem

Attachment

RESOLUTION

AUTHORIZATION FOR THE RECLASSIFICATION OF GENERAL OFFICE CLERK POSITION

IN THE CLERK OF THE CIRCUIT COURT AND APPROPRIATION OF TRANSFER FROM

DONATION TRUST FUND - \$7,000

WHEREAS, the Circuit Court Clerk's Office proposes that two part-time positions in its Land Records Division be combined into one full-time position to create a stable work environment; and

WHEREAS, the two part-time positions are being vacated as individuals are seeking full-time employment. The one full-time position will work best by having a constant three-person staff in this division. This will reduce the need for constant training of new staff that hinders the workflow; and

WHEREAS, the recording of land records has increased and this is a detail-oriented position that also has a significant number of high value transactions which requires a more stable staff member with consistent knowledge of the laws and practices handed down from the Office of the Executive Secretary of the Supreme Court of Virginia; and

WHEREAS, reclassifying the part-time General Office Clerk position to full-time for the remainder of Fiscal Year (FY) 2022 is estimated to cost \$7,000, for which there are sufficient funds available in the Clerk of the Circuit Court Donation Trust Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the reclassification of the General Office Clerk position from part-time to full-time, authorizes the transfer of \$7,000 from the Donation Trust Fund to the General Fund for the position, and appropriates these funds to the General Fund for FY 2022 as follows:

Revenue:

Transfer from Donation Trust Fund	<u>\$7,000</u>
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Expenditure:

Salaries, Full-Time Employees	<u>\$7,000</u>
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John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

	VOTES			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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HIPPLE	_____	_____	_____	_____
LARSON	_____	_____	_____	_____
SADLER	_____	_____	_____	_____
MCGLENNON	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

ReclasGOCIkAppTOF-res

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Matthew Austin, Parks and Grounds Maintenance Superintendent

SUBJECT: Contract Award - \$262,020 - Mowing and Trimming Service for Highway Rights-of-Way

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
General Services	Boone, Grace	Approved	2/3/2022 - 9:18 AM
Publication Management	Daniel, Martha	Approved	2/3/2022 - 9:24 AM
Legal Review	Kinsman, Adam	Approved	2/4/2022 - 11:12 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 8:26 AM
Board Secretary	Purse, Jason	Approved	2/15/2022 - 9:49 AM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:51 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Matthew Austin, Parks and Grounds Superintendent

SUBJECT: Contract Award - Mowing and Trimming Service for Highway Rights-of-Way - \$262,020

The Mowing and Trimming Service for Highway Rights-of-Way Contract, for locations at all median/right-of-way areas owned by the Virginia Department of Transportation (VDOT) but currently maintained by James City County (JCC). Currently JCC is required to maintain 24 separate right-of-way areas owned by VDOT. The requirements include maintaining the turf areas and landscaped beds at a level that is visually pleasing. This contract will also include pruning of woody ornamentals, trees, and keeping the mulched areas free of unwanted plants and weeds. Finally, the contractor is expected to remove all trash from the work area before mowing. This contract is an annual contract.

All necessary approvals have been obtained for the project.

The following qualified firm submitted bids to be considered for contract award:

<u>Firm</u>	<u>Amount</u>
Howard Lawn Care	\$262,020

Howard Lawn Care has performed satisfactory work for JCC, the James City Service Authority, and other neighboring localities in the past and was determined to be the lowest qualified, responsive, and responsible bidder. This contract is part of the approved Operating Budget for the Grounds Division within the Department of General Services.

Staff recommends approval of the attached resolution authorizing the contract award to Howard Lawn Care.

MA/ap
CA-MwngSvcHwyRow-mem

Attachments:
1. Resolution
2. Site Map

RESOLUTION

CONTRACT AWARD - MOWING AND TRIMMING SERVICE FOR HIGHWAY

RIGHTS-OF-WAY - \$262,020

WHEREAS, the James City County Department of General Services received a competitive bid; and

WHEREAS, a request for proposal was held, it was deemed that Howard Lawn Care was the lowest qualified, responsive, and responsible bidder; and

WHEREAS, previously authorized Operational Budget funds are available to fund this project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$262,020 to Howard Lawn Care, for the Mowing and Trimming Service for Highway Rights-of-Way Contract.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

		VOTES			
		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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Teresa J. Saeed	HIPPLE	_____	_____	_____	_____
Deputy Clerk to the Board	LARSON	_____	_____	_____	_____
	SADLER	_____	_____	_____	_____
	MCGLENNON	_____	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

CA-MwngSvcHwyRow-res

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator

SUBJECT: Contract Award - \$310,006 - Williamsburg-James City County Courthouse Chiller Replacement

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Capital Projects	Abbott, Mark	Approved	2/4/2022 - 12:36 PM
General Services	Boone, Grace	Approved	2/4/2022 - 2:59 PM
Publication Management	Daniel, Martha	Approved	2/4/2022 - 3:25 PM
Legal Review	Kinsman, Adam	Approved	2/7/2022 - 8:15 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 8:27 AM
Board Secretary	Rinehimer, Bradley	Approved	2/7/2022 - 1:22 PM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:06 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Mark Abbott, Operations Project Coordinator, General Services

SUBJECT: Contract Award - Williamsburg-James City County Courthouse Chiller Replacement - \$310,006

Originally installed in 1999, this project will replace the chiller at the Williamsburg-James City County Courthouse due to its age and operational repair history. The chiller previously experienced a catastrophic failure, requiring major repair. Although repaired, it is a long-term concern for the system's utilizing usable life. In conjunction with the chiller replacement, the chilled water coil in the air handling unit serving the entire building will also be thoroughly cleaned with environmentally friendly enzymes to remove any fouling and pressure drop currently built up. This cleaning will reset the service life of the existing coil without requiring full replacement until the entire air handler unit is replaced at a future date.

General Services, in consultation with the Purchasing Office, utilizing the contract for HVAC Equipment, Installation, Service, Controls and Related Products (19-13739), determined that Damuth Trane's proposal to replace the Courthouse chiller at a proposed cost of \$310,006 is reasonable in comparison to other current County HVAC installations and current construction cost indices.

Staff recommends approval of the attached resolution authorizing the contract award of installation services from Damuth Trane in the amount of \$310,006 for the Williamsburg-James City County Courthouse chiller replacement.

MA/md
CA-CthseChllrRepl-mem

Attachment

RESOLUTION

CONTRACT AWARD - WILLIAMSBURG-JAMES CITY COUNTY COURTHOUSE

CHILLER REPLACEMENT - \$310,006

WHEREAS, the James City County Department of General Services is standardizing HVAC building controls and equipment in County facilities to promote operational efficiency and safety; and

WHEREAS, the Williamsburg-James City County Courthouse chiller replacement is necessitated; and

WHEREAS, it has been determined by General Services, in consultation with the Purchasing Office, that under the contract for HVAC Equipment, Installation, Service, Controls and Related Products (19-13739), that Damuth Trane will install the chiller; and

WHEREAS, Damuth Trane submitted a proposal to perform the required services, and the proposed service rates have been determined to be reasonable, and adequate funds are available in the Capital Improvements budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$310,006 to Damuth Trane for the Williamsburg-James City County Courthouse chiller replacement.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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LARSON
SADLER
MCGLENNON

VOTES

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Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

CA-CthseChllrRepl-res

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Grace Boone, Director of General Services

SUBJECT: Establishment of a Full-Time Roadway Maintenance Crew

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Exhibit	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
General Services	Boone, Grace	Approved	2/4/2022 - 3:05 PM
Publication Management	Daniel, Martha	Approved	2/4/2022 - 3:15 PM
Legal Review	Kinsman, Adam	Approved	2/7/2022 - 8:14 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 8:25 AM
Board Secretary	Purse, Jason	Approved	2/15/2022 - 9:49 AM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:52 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Grace A. Boone, Director of General Services

SUBJECT: Establishment of a Full-Time Roadway Maintenance Crew - Department of General Services

The Department of General Services respectfully requests the establishment of a new six-person Roadway Maintenance Crew under the Grounds Maintenance Division effective March 1, 2022. This Roadway Maintenance Crew will oversee various road maintenance work to enhance the appearance of the roadways within our community. The focus will be on enhanced median maintenance, street sign maintenance, sidewalks, trails, and additional street sweeping. The crew will consist of the following six positions:

- Assistant Grounds Maintenance Superintendent
- Maintenance Foreman
- Crew Leader
- Construction Maintenance Workers (3)

The Department of General Services requests that the James City County Board of Supervisors approve the establishment of a full-time Roadway Maintenance Crew effective March 1, 2022.

GAB/md
EstRdMaintCrew-mem

Attachment

RESOLUTION

ESTABLISHMENT OF A FULL-TIME ROADWAY MAINTENANCE CREW -

DEPARTMENT OF GENERAL SERVICES

WHEREAS, the James City County Board of Supervisors has the authority to establish County full-time positions; and

WHEREAS, the Director of General Services desires to establish a Full-Time Roadway Maintenance Crew consisting of six employees and has allocated funds for this position effective March 1, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby approves the establishment of a Roadway Maintenance Crew effective March 1, 2022, to oversee the enhancement of the appearance of roadways within the community.

John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

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HIPPLE
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SADLER
MCGLENNON

VOTES

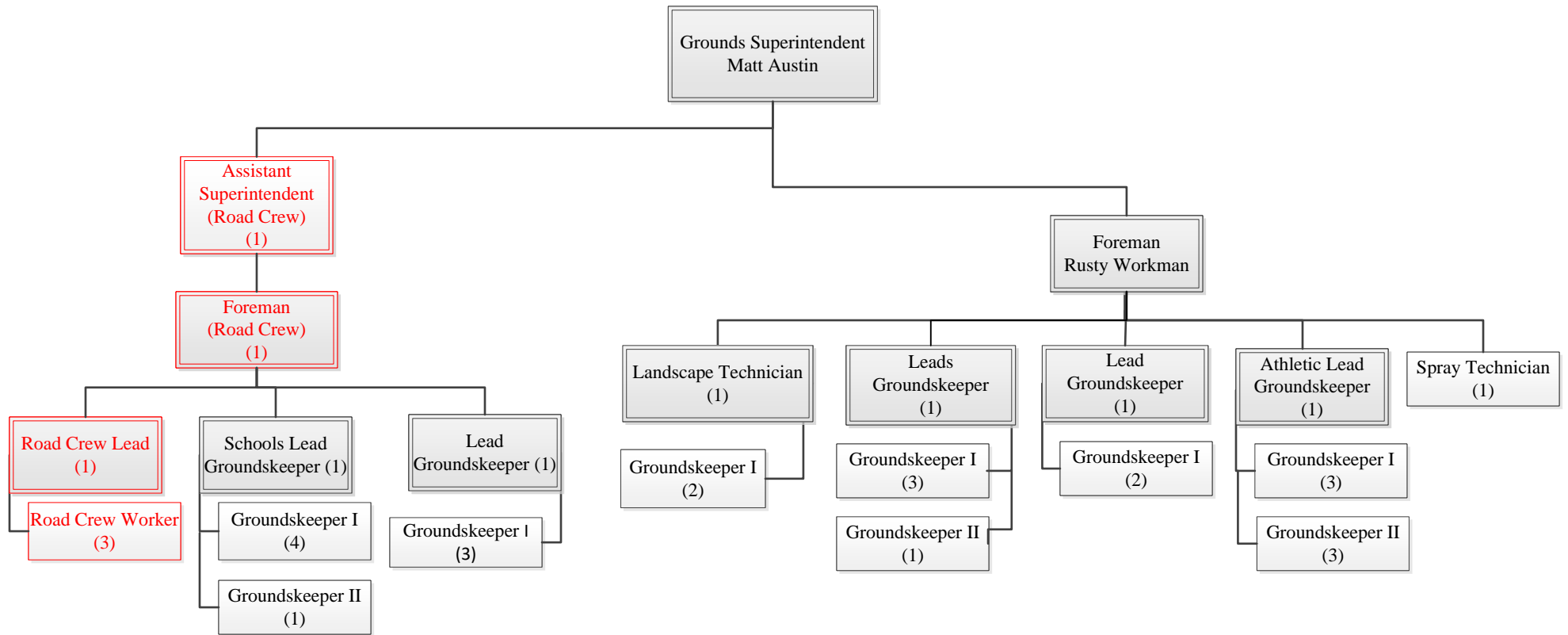
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Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

EstRdMaintCrew-res

General Services Organization Chart

**PROPOSED NEW
POSITION**



ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Rebecca Williams, Director of Emergency Communications

SUBJECT: Grant Award - \$3,000 - Virginia E-911 Services Board Public Safety Answering Point

ATTACHMENTS:

	Description	Type
▣	GA-911PSAP23-mem(RebeccaWilliams)	Cover Memo
▣	GA-911PSAP23-res(RebeccaWilliams)	Resolution
▣	GA-911PSAP23-award letter	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Fire	Ashe, Ryan	Approved	1/14/2022 - 11:31 AM
Publication Management	Daniel, Martha	Approved	1/14/2022 - 11:39 AM
Legal Review	Kinsman, Adam	Approved	1/18/2022 - 2:25 PM
Board Secretary	Saeed, Teresa	Approved	1/18/2022 - 3:02 PM
Board Secretary	Rinehimer, Bradley	Approved	1/18/2022 - 3:06 PM
Board Secretary	Saeed, Teresa	Approved	1/24/2022 - 9:41 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Rebecca Williams, Emergency Communications Director

SUBJECT: Grant Award - Virginia E-911 Services Board Public Safety Answering Point - \$3,000

The James City County Fire Department Emergency Communications Division has been awarded a Wireless E-911 Public Safety Answering Point Education Program (PSAP) grant in the amount of \$3,000 from the Virginia E-911 Services Board under the Fiscal Year 2023 PSAP Grant Program.

The funds are to be used for 911 and geographic information system-specific group education and training opportunities. The grant award is for registration, per diem, and lodging only and is a reimbursement grant.

The grant does not require a local match, though costs in excess of the award and for other than registration, per diem, and lodging will be paid by the Emergency Communications Division.

Staff recommends adoption of the attached resolution to appropriate funds.

RW/md
GA-911PSAP23-mem

Attachment

RESOLUTION

GRANT AWARD - VIRGINIA E-911 SERVICES BOARD PUBLIC SAFETY

ANSWERING POINT - \$3,000

WHEREAS, the James City County Fire Department Emergency Communications Division has been awarded a Wireless E-911 Public Safety Answering Point (PSAP) Education Program grant in the amount of \$3,000 from the Virginia E-911 Services Board under the Fiscal Year 2023 PSAP Grant Program; and

WHEREAS, the funds are to be used for 911 and geographic information system-specific group education and training opportunities; and

WHEREAS, the grant does not require a local match.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the acceptance of this grant and the following appropriation to the Special Projects/Grants fund:

Revenue:

PSAP Grant Education	<u>\$3,000</u>
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Expenditure:

PSAP Grant Education	<u>\$3,000</u>
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John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

		VOTES			
		<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
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	LARSON	_____	_____	_____	_____
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	MCGLENNON	_____	_____	_____	_____

Teresa J. Saeed
Deputy Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

GA-911PSAP23-res

Curtis Brown
Chairman
VDEM

Hon Kevin W. Hall
Sheriff
Vice Chairman
City of Covington

David A. Von Moll
Treasurer
Comptroller



Dorothy Spears-Dean
Deputy State Coordinator
VDEM
(804) 840-7260

Terry D. Mayo
911 Services Board Executive
Administrative Assistant
VDEM
(804) 718-9026

COMMONWEALTH of VIRGINIA

Virginia 9-1-1 Services Board

January 7, 2022

Dear James City PSAP:

Mary M. Blowe
Chief Financial Officer
City of Winchester

Thomas Bradshaw
Captain
Virginia State Police

Gary Critzer
Emergency Mgmt/ EMS Dir
City of Waynesboro

Terry Ellis
Comcast

R. Scott Garber
Fire Chief
City of Staunton

Pete Hatcher
AT&T

Jeffrey T. Merriman
Verizon Communications

Nelson P. Moe
CIO - VITA

Tamara Perez
Frederick County

Eddie Reyes
Prince William County

Kelvin Wright
Chief of Police
City of Chesapeake

Jolena Young
Twin County

Gabe Elias
SWIC
Advisor

I am pleased to advise you that the Virginia 9-1-1 Services Board has approved your FY23 PSAP Education Program (Individual PEP) grant request. You have been awarded \$3,000 for 9-1-1 and GIS education and training opportunities, Grant ID PEP-048. Funding for this grant award will be available beginning July 1, 2022.

The Grant Payment Reimbursement Process is described in the PSAP Grant Guidelines. Payment will be made on a reimbursement basis only for allowable costs. All funding requests must be submitted on the PEP Grant Payment Request Form. In order for the form to be processed, invoice(s) that support the amount requested should be attached to the form when it is submitted. All invoices must be submitted within 30 calendar days of the end of the education/training event and dated after July 1, 2022. Finally, grant payment requests will be held until all required reports are received. This includes annual true-ups, or any other documents required by the Board.

If you have any questions, please do not hesitate to contact your Regional Coordinator or me via email.

Congratulations on your grant award!

Sincerely,

A handwritten signature in cursive script that reads "Lisa Nicholson".

Lisa Nicholson
Public Safety Program Specialist

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Toni Small, Director, Stormwater and Resource Protection Division

SUBJECT: Grant Award - Virginia Stormwater Local Assistance Fund - \$927,763 and Fiscal Year 2022 Appropriation - \$218,334

ATTACHMENTS:

	Description	Type
☐	Memorandum	Cover Memo
☐	Resolution	Resolution
☐	Project Location Map	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Stormwater	Small, Toni	Approved	2/4/2022 - 11:40 AM
General Services	Boone, Grace	Approved	2/4/2022 - 3:00 PM
Publication Management	Daniel, Martha	Approved	2/4/2022 - 3:18 PM
Legal Review	Kinsman, Adam	Approved	2/7/2022 - 8:14 AM
Board Secretary	Saeed, Teresa	Approved	2/7/2022 - 8:26 AM
Board Secretary	Purse, Jason	Approved	2/15/2022 - 9:50 AM
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 9:54 AM

MEMORANDUM

DATE: February 22, 2022

TO: The Board of Supervisors

FROM: Toni E. Small, Director of Stormwater and Resource Protection

SUBJECT: Grant Award - Stormwater Local Assistance Fund - \$927,763 and Fiscal Year 2022 Appropriation - \$218,334

The Stormwater and Resource Protection Division has been awarded a grant of \$927,763 from the Stormwater Local Assistance Fund through the Virginia Department of Environmental Quality. The source of funds is the Virginia General Fund. The grant will fund the planning, design, and implementation of stormwater Best Management Practices (BMPs) that address cost efficiency and commitments related to reducing water quality pollutant loads. Since the Stormwater Local Assistance Grant was established in 2013, the Stormwater and Resource Protection Division has been successful in obtaining grant funds totaling approximately \$3.5 million. This year's award specifically funds the following projects:

- Tewning BMP Retrofit
- Grove Water Quality Improvements
- Ney Court Stream Restoration
- Collington Court Stream Restoration

The County's Fiscal Year (FY) 2022 budget for the Capital Projects Fund includes funding for the Tewning BMP Retrofit. Current project expenditures are supported equally by the County and the James City Service Authority. This grant award will provide for an additional \$218,334 of revenues and expenditures in FY2022 for the project. Funding was provided for the Grove Water Quality Improvements Project in the Capital Projects Fund in prior years' budgets, supported by funding from the County. This grant award will provide funding for this project of \$317,344.

Additional grant amounts were awarded for Ney Court Stream Restoration and Collington Court Stream Restoration, which are related to projects planned for FY2023. Funding for those grant awards will be reflected in the upcoming proposed budget.

Staff recommends the Board approve the attached resolution in order to accept the grant, appropriate the new funding for the Tewning BMP Retrofit, and reallocate the funding source for the Grove Water Quality Improvements Project to the extent of the new grant funding.

TES/md
GA-FY22SLAF-mem

Attachment:

1. Resolution
2. Project Location Map

RESOLUTION

GRANT AWARD - VIRGINIA STORMWATER LOCAL ASSISTANCE FUND - \$927,763

AND FISCAL YEAR 2022 APPROPRIATION - \$218,334

- WHEREAS, in Fiscal Year (FY) 2022, the Stormwater and Resource Protection Division was awarded a grant from the Stormwater Local Assistance Fund through the Virginia Department of Environmental Quality; and
- WHEREAS, this grant would fund the planning, design, and implementation of stormwater Best Management Practices (BMPs) that address cost efficiency and commitments to reducing water quality pollutant loads; and
- WHEREAS, this year's award specifically funds the following projects: Tewning BMP Retrofit, Grove Water Quality Improvements, Ney Court Stream Restoration, and Collington Court Stream Restoration; and
- WHEREAS, the award for the Tewning BMP Retrofit represents new funding for this FY2022 project in the amount of \$218,334, and the award for the Grove Water Quality Improvements represents a new source of funding in the amount of \$317,344 for support provided by the County in prior years; and
- WHEREAS, the awards for Ney Court Stream Restoration and Collington Court Stream Restoration relate to projects planned for a future fiscal year and will be reflected in the upcoming proposed budget.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the following appropriation and reallocation in the Capital Projects fund for the purposes described above:

Revenue:

FY2022 State Stormwater Grants	\$535,678
Capital Projects Fund - Fund Balance	<u>(317,344)</u>
Total	<u>\$218,334</u>

Expenditure:

Stormwater Capital Maintenance - Tewning BMP Retrofit	<u>\$218,334</u>
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John J. McGlennon
Chairman, Board of Supervisors

ATTEST:

Teresa J. Saeed
Deputy Clerk to the Board

ICENHOUR
HIPPLE
LARSON
SADLER
MCGLENNON

VOTES

AYE NAY ABSTAIN ABSENT

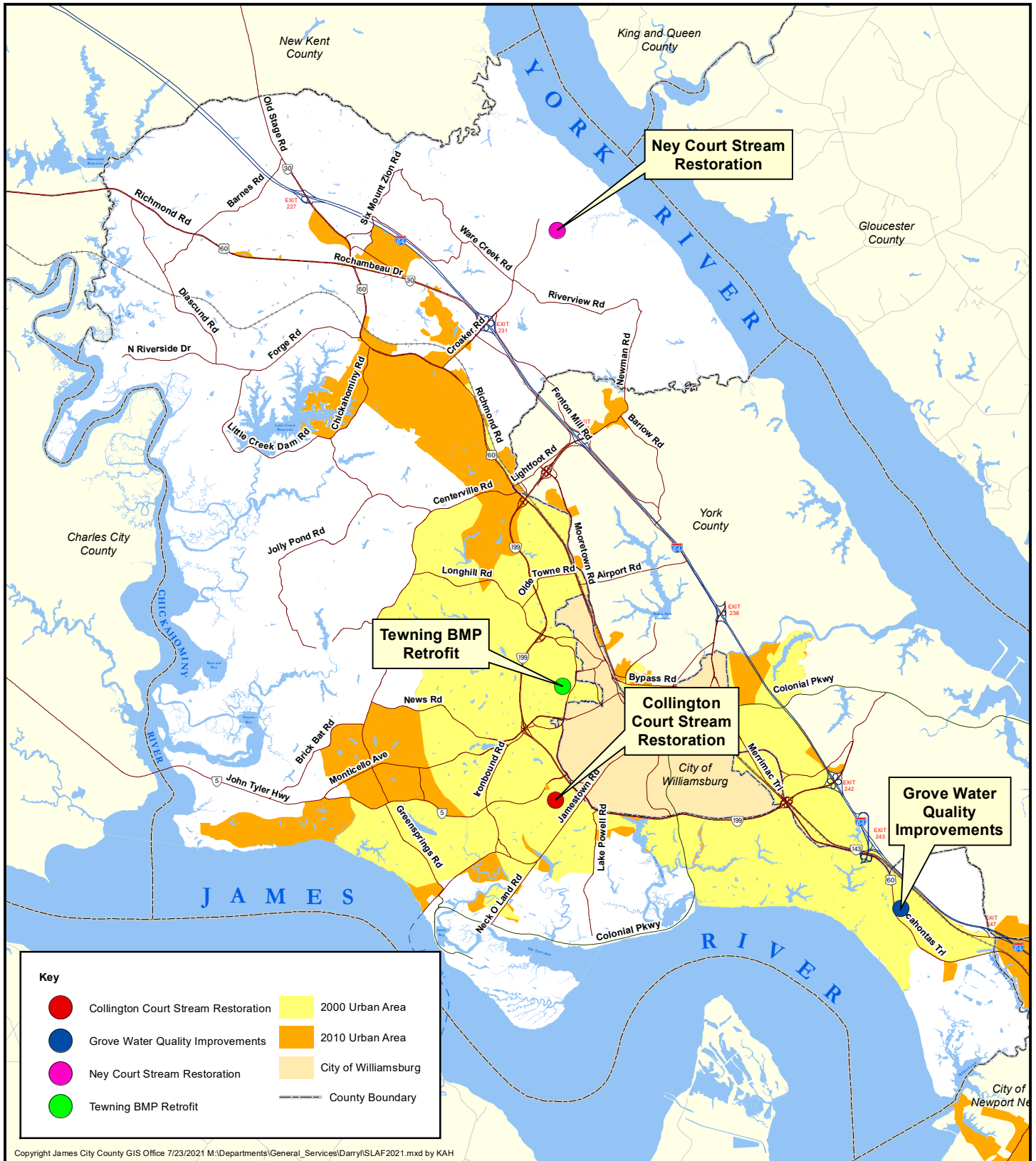
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Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of February, 2022.

GA-FY22SLAF-res



James City County FY 2021 Project Location Map



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Miles

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Minutes Adoption

ATTACHMENTS:

	Description	Type
📎	January 11, 2022 Regular Meeting	Minutes
📎	January 25, 2022 Business Meeting	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 10:37 AM

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 11, 2022
5:00 PM

A. CALL TO ORDER

Mr. McGlennon called the meeting to order at approximately 5:05 p.m. following the James City Service Authority Board of Directors Regular Meeting.

B. ROLL CALL

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE

Mr. McGlennon noted Liam was a third-grade student at Norge Elementary School. He further noted some interesting facts about Liam.

Liam Green, Pledge Leader, led the Board and citizens in the Pledge of Allegiance.

E. PUBLIC COMMENT

None.

F. CONSENT CALENDAR

None.

G. PUBLIC HEARING(S)

1. Pre-Budget Public Hearing

Ms. Sharon Day, Director of Financial and Management Services, addressed the Board noting this meeting offered public comment opportunity on the upcoming budgets for the fiscal years ending June 30, 2023 and June 30, 2024, respectively.

Mr. McGlennon noted the purpose of the Public Hearing was to garner public input from citizens on priorities. He further noted no formal presentation would be made, but future discussions would take place in the spring.

1. Ms. Denise Kellogg, 204 Southpoint Drive, addressed the Board noting she was a 25-year resident of James City County and worked at Jamestown. She noted the financial struggles with low tourism due to COVID-19 and its impact on historic Jamestown. Ms. Kellogg further noted any additional tourism funding to the County be considered for other organizations outside of the Tourism Council for independent tourism funding. She added the need to get people back to visit and the work involved. Ms. Kellogg noted tours and educational programs were provided in addition to the archaeological significance. She further noted the need for County financial support as no additional regular state funding was received as other County organizations did. Ms. Kellogg stressed the dependence on the tourism funding provided by the County.

Ms. Larson noted for clarification that Ms. Kellogg represented Historic Jamestowne, Jamestown Island.

Ms. Kellogg noted Jamestown Rediscovery Foundation operated Historic Jamestowne she had referenced.

Ms. Larson and Mr. McGlennon thanked Ms. Kellogg.

2. Mr. Jay Everson, 6923 Chancery Lane, addressed the Board on the Capital Improvements Plan (CIP) in relation to the Williamsburg-James City County Schools. He noted his understanding of the need for the 900-building renovation at Lafayette High School as that school was approximately 50 years old, but added that project would increase school capacity by 200 students. Mr. Everson further noted the under capacity at the other local high schools, adding this project seemed wasteful in his opinion. He noted redistricting could address the capacity concerns without the financial burden. Mr. Everson encouraged removal of the cafeteria renovation project from the CIP.

Mr. McGlennon closed the Public Hearing as there were no additional speakers.

2. Ordinance to Amend County Code Sec. 20-86, cigarette tax penalties

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon noted Ms. Jenni Tomes, Treasurer, was participating electronically. He further noted there would also be other individuals participating electronically throughout the meeting. Mr. McGlennon added with the significant increase in the spread of COVID-19, he encouraged vaccinations, masking, and social distancing, as safety precautions.

Ms. Tomes addressed the Board regarding the recently implemented cigarette tax and a minor change to the Ordinance. She noted during the Ordinance review, there was a different penalty rate from other taxes collected by the County with this tax assessed on a monthly basis. Ms. Tomes further noted current software was not able to charge a monthly penalty. She requested the Board change the penalty on non-payment of the cigarette tax to a one-time 10% penalty with interest assessed monthly.

Mr. McGlennon thanked Ms. Tomes. He asked about the calculation on the penalty interest and if it was more applicable in Section 3 versus Section 1 of the County Code.

Ms. Tomes noted she would work with the County Attorney to make that change.

Mr. McGlennon asked if in consideration of the amended resolution, the calculation of the penalty would move from Section A.1 to Section A.3 of the Ordinance.

Ms. Tomes confirmed yes.

Mr. McGlennon opened the Public Hearing.

Mr. McGlennon closed the Public Hearing as there were no speakers.

Mr. McGlennon noted no Public Hearing would be held for Item No. 3 (previously voted as an Agenda amendment to move this item from Board Considerations - Ordinance to amend James City County Code section 20-45 to allow the Commissioner of the Revenue to assess a

penalty for late returns (Action deferred at November 9, 2021, Regular Meeting). He further noted it was an item previously discussed by the Board in 2021 in relation to a request from the Commissioner of the Revenue for assessment of a penalty for failure to file reports of taxes collected under the Meals Tax provisions.

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 1 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Nays: Sadler

Mr. Richard Bradshaw, Commissioner of the Revenue, addressed the Board noting the County Code currently did not have a filing penalty for excise taxes. He noted the imbalance of the situation, adding people who did not file on time received no penalty until an assessment was made and billed. Mr. Bradshaw further noted that timeline was usually 30 days later, adding that equated to roughly a free 30-day loan of County money. He added research showed that other local jurisdictions had filing penalties which were assessed by the Commissioner where returns were filed.

Mr. McGlennon asked if the report had to be filed prior to tax assessment.

Mr. Bradshaw confirmed yes, adding the report was necessary for the proper assessment to be determined. He noted administrative assessments could not be done prior to the due date and that returns were required to be postmarked by the 20th of each month. Mr. Bradshaw further noted sometimes those returns do not get to his office until the 30th of the month, but added those were still considered timely filed returns.

Mr. McGlennon asked if the assessment was based on that return and that information was sent to the Treasurer for billing.

Mr. Bradshaw noted payments were normally included with the return. He further noted if the payment was received on the 30th with a postmark of the 20th, but no payment included, then the Treasurer would send a statement with a due date of 10 days for payment. Mr. Bradshaw added that administrative assessment are generally done on the 15th or 20th of the next month, which were already 30 days past the due date. He noted the next step was certified mail to the taxpayer documenting the liability with payment due 10 days from the postmark date before incurring penalty or interest.

Mr. McGlennon asked if the tax paid by the customer to the restaurant was for the customer's share of the bill.

Mr. Bradshaw confirmed yes, these were excise taxes also known as trust taxes.

Mr. McGlennon noted the tax was not on the restaurant itself, but in fact had already been paid by the customer.

Mr. Bradshaw confirmed yes. He noted the tax was not considered part of the restaurant's gross receipts.

Ms. Sadler noted she had some comments, but had not had time to respond. She further noted she was voting no as she felt this was a double penalty on a small group of habitual offenders.

Mr. McGlennon noted he would try to ensure Ms. Sadler's comments were heard.

Ms. Sadler thanked Mr. McGlennon.

3. Cell Tower Lease Amendment - 5301 Longhill Rd.

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. John Carnifax, Director of Parks and Recreation, addressed the Board noting a request for expansion of the cell tower's base by approximately 150 feet for additional instruments. He noted this request would not negatively impact the users of the James City County Recreation Center Park or the facility. He further noted his recommendation for approval. Mr. Carnifax further noted this amendment would increase the monthly lease by \$433.50.

Mr. McGlennon opened the Public Hearing.

Mr. McGlennon closed the Public Hearing as there were no speakers.

4. Z-20-0002. 2280 Lake Powell Road Rezoning

A motion to Approve was made by James Icenhour Jr, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Paul Holt, Director of Community Development, addressed the Board noting he was standing in for Ms. Tori Haynes, Senior Planner. He noted Mr. Benming Zhang of Kaufman & Canoles, P.C. had applied on behalf of Mr. Paul Smith, Jr. for rezoning for a one lot, single-family residential unit. Mr. Holt noted the details of the application which included notification from the James City Service Authority (JCSA) that public water and sewer were unavailable to the property. He further noted JCSA had indicated a private well and septic system would need to be installed for the additional dwelling unit. Mr. Holt addressed the R-8 zoning requirements did not allow for additional subdividing of less than three acres. He noted if the property was rezoned to R-2, the minimum lot size was 30,000 square feet for well and septic. Mr. Holt further noted staff recommended approval.

Ms. Larson asked if the applicant was aware of the sewer and well criteria.

Mr. Holt confirmed yes, adding it was really the only option.

Ms. Larson thanked Mr. Holt.

Ms. Sadler asked Mr. Holt if this rezoning was aligned with the 2045 Comprehensive Plan.

Mr. Holt confirmed yes. He noted it was designated Low Density Residential on the Comprehensive Plan Land Use Map.

Ms. Sadler asked if the Planning Commission had approved, adding she had some difficulties hearing Mr. Holt.

Mr. McGlennon noted Mr. Richard Krapf, Planning Commissioner, was present.

Mr. Krapf addressed the Board noting the Planning Commission, at its October 6, 2021, meeting, had voted 6-0 in favor of the application. He noted the Commission felt the rezoning from R-8 to R-2 allowed for suitable subdivision for a family without allowing for additional

subdivision or rezoning.

Mr. McGlennon opened the Public Hearing.

1. Mr. Zhang, 4801 Courthouse Road, addressed the Board noting he was representing the applicant. He provided background on the family and the property. He noted his applicant was in agreement with both staff and Planning Commission recommendations and sought the Board's support.

Mr. McGlennon closed the Public Hearing as there were no additional speakers.

5. AFD-21-0002. 9958 Mill Pond Run, Barnes Swamp AFD Addition

A motion to Approve was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Holt addressed the Board detailing the application specifics of an approximately 60-acre addition to the Barnes Swamp Agricultural and Forestal District (AFD). He noted at the October 21, 2021, AFD Advisory Committee meeting, the property was deemed agriculturally and forestally significant and recommended approval of the application with an 8-0 vote. Mr. Holt further noted the Planning Commission concurred with these findings at its December 1, 2021, meeting and recommended approval. He added staff recommended approval of the application subject to the proposed conditions which were consistent with other properties in the AFD District.

Mr. Krapf noted the Planning Commission recommended approval with a 6-0 vote. He referenced the equine restocking option, adding the Planning Commission was in favor of the applicant pursuing that option. He noted the favorable comments on the Soil and Water Conservation District recommendations. Mr. Krapf further noted another point was the reforestation of five acres and conversion to pasture for the remaining property were favorable options. He added these three points were key components of the application.

Mr. McGlennon opened the Public Hearing.

Mr. McGlennon closed the Public Hearing as there were no speakers.

6. Z-21-0012 and MP-21-0003. Proffer and Master Plan Amendment for the Continuing Care Retirement Facility at Ford's Colony (Ford's Village)

A motion to Postpone until March 8, 2022 was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon reiterated there would be no presentation. He noted the applicant had requested a deferral until the March 8, 2022, Board of Supervisors meeting. He further noted the applicant wished to address some concerns and potentially make revisions to the application. Mr. McGlennon noted he would open the meeting to allow for comments and the Planning Commission would give its report at the March 8, 2022, Board meeting.

Mr. McGlennon opened the Public Hearing. He noted the Public Hearing would remain open until March 8, 2022.

7. SUP-21-0018. 1403 Jamestown Road Rental of Rooms

A motion to Deny was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Terry Costello, Planner, joined the meeting electronically. She noted the Special Use Permit (SUP) would allow the short-term rental of two bedrooms within a caretaker-occupied single-family home. Ms. Costello further noted the specifics of the SUP with several favorable factors, but added staff found the proposal incompatible with short-term rental regulations in the adopted 2045 Comprehensive Plan. She noted staff was therefore unable to recommend approval for this application. Ms. Costello further noted the Planning Commission denied recommendation of this application at its December 1, 2021, meeting with a 6-0 vote. She added the applicant was available for any questions.

Mr. Krapf addressed the Board noting the Planning Commission's 6-0 vote against recommendation of this application approval. He noted this application was the short-term rental application to come forward under the 2045 Comprehensive Plan's stricter short-term rental recommendations. Mr. Krapf highlighted one short-term rental criteria was the owner would reside on the property. He noted the Commission felt as the first application under the new Comprehensive Plan, a show of support for the Plan was important and the reason for the vote.

Mr. McGlennon opened the Public Hearing.

1. Mr. Scott Berggren, 5821 Painted Leaf Lane, Naples, Florida, addressed the Board noting he was the applicant. Mr. Berggren noted changes within the Comprehensive Plan since he had purchased the property, adding one such change included a caretaker on-site to property owner on-site. He further noted an on-site caretaker would fulfill some of the Comprehensive Plan requirements such as affordable housing. Mr. Berggren added that caretaker would receive discounted housing as part of maintenance at the residency. He noted this would be his retirement home and this phase would maintain the property until that time. Mr. Berggren further noted if the application did not meet the Board's requirements, would the Board consider approval for rental of the property when he was on-site and living there.

Ms. Larson asked if a caretaker was currently on-site or would one be employed if the application was approved.

Mr. Berggren noted he would hire a caretaker if approved as the house was currently under renovation.

Ms. Larson thanked the applicant.

2. Ms. Martha Caruso, 110 Dover Road, addressed the Board. She noted her attendance at the Planning Commission's December meeting when the application was denied. Ms. Caruso further noted she was present as a representative of her neighborhood and its integrity. She added community concerns over the property as rental with an out-of-state owner. Ms. Caruso noted her neighborhood had no homeowners association (HOA) to protect its residents and she was hopeful the Board would agree with the Planning Commission's recommendation to preserve the neighborhood.

Mr. McGlennon called Mr. Frank Caruso, the next speaker, to the podium.

Mr. Caruso noted he would pass on speaking.

Mr. McGlennon noted this would be Mr. Caruso's one opportunity to speak if he so chose.

Mr. Caruso's response was inaudible.

3. Ms. Ann Buran, 108 Dover Road, addressed the Board noting she shared a back property line with the applicant. She further noted her living area was on the back side of her home and the visibility aspect for herself and neighbors. Ms. Buran stated she never intended to live behind a business, particularly with other areas available in the area. She noted the tight-knit, small community where she lived. Ms. Buran further noted the recent receipt of an opposition letter from another neighbor regarding the application. She noted the thought behind the Comprehensive Plan and adhering to it.

4. Ms. Sharon Dennis, 101 St. George's Boulevard, addressed the Board noting she had already been operating a short-term rental and her familiarity with the process. She noted current struggles, particularly with diminished tourism and by-right uses. Ms. Dennis further noted more staff outreach to neighbors as well as owners of short-term rentals for feedback and information, particularly with regards to the Comprehensive Plan. Ms. Dennis asked the Board if it was aware of any complaints with currently active short-term rental SUPs. She noted she was unsure if she could ask that question.

Mr. McGlennon noted no to asking that question.

5. Ms. Emily Huffman, 2032 Back River Lane, addressed the Board with her concerns regarding short-term rentals. She noted neighbors concerns and fears regarding short-term rentals, adding people renting these homes were not staying to be disruptive or throw parties. Ms. Huffman further noted the people renting these homes were here to visit and spend money at Colonial Williamsburg, Jamestown, and other area locations. She noted she drove past the applicant's property regularly, adding it was primarily surrounded by trees so visibility into neighboring homes seemed less of a factor. Ms. Huffman further noted her personal experience as the host of a short-term rental, most guests were not at the home during the day. She felt the applicant's property size was sufficient to not serve as an interference to the neighbors. Ms. Huffman expressed her concern with verbiage in the Comprehensive Plan, adding she felt more community feedback was required. She noted she and other short-term rental owners who were active and held SUPs were not contacted and that contact information was available on the James City County website. Ms. Huffman further noted she and her husband had received no complaints from neighbors in addition to improving their neighborhood with a complete exterior painting and other projects of their home through the short-term rental. She noted the thought that neighborhoods would decline was not the reality, adding as a host, the owner wanted the home to be as attractive and well maintained as possible.

Mr. McGlennon closed the Public Hearing as there were no additional speakers. He asked the Board for discussion.

Mr. Hipple noted he had an SUP in the same situation and that the Board had discussed neighborhoods. He noted his home was hidden in the woods. Mr. Hipple added his experience had been very beneficial and he had met some wonderful people in the process. He noted several factors such as rental cost and amenities could be more attractive to families. Mr. Hipple referenced several earlier comments and asked Mr. Krapf if any SUP applicants had been contacted. He noted he had not received a call.

Mr. Krapf noted he was unsure if any SUP holders were specifically contacted. He further noted reliance on public media to promote discussion during the Community Participation Team (CPT) and Planning Commission Working Group (PCWG) meetings to gather public

input on particular topics. Mr. Krapf stated the Planning Commission had struggled with short-term rentals for some time with respect to various reasons. He noted discussion of sunset clauses. Mr. Krapf further noted the concept of an SUP applying to an applicant rather than conveying with the property in perpetuity would assist in individual assessment of cases. He noted a current owner may be diligent in maintaining the property, but there was the possibility of no guarantees with future owners. Mr. Krapf further noted he preferred approvals were applicant-based as opposed to property-based, but he was unsure if that could be done legally.

Mr. Hipple asked if the approval could be tied to the land as long as that owner owned that property. He questioned if the land was sold or conveyed to another person, then reapplication would take place and the legal aspect.

Mr. Kinsman confirmed once the SUP was granted, it stayed with the land and not the owner.

Mr. Hipple asked if the land was sold, would the next owner need to reapply to continue the SUP.

Mr. Kinsman noted the Virginia Code did not grant that ability.

Mr. Hipple noted the limitations of the Code. He further noted public notices were sent out, but sometimes overlooked by people.

Mr. Krapf noted SUPs had been a point of discussion with the Planning Commission for several years.

Mr. Hipple thanked Mr. Krapf. Mr. Hipple noted the difficulty of living on-site with some SUPs. He further noted on-site caretakers allowed for an immediate point of contact if issues arose, which offered neighbors reassurance that any situations were being addressed. Mr. Hipple noted the importance of no disruption to neighborhoods.

Ms. Larson noted she would prefer the applicant live on-site. She further noted the potential situation of the caretaker leaving the property and the impact to the neighbors, particularly in situations where no HOA existed. Ms. Larson added the local government and its representatives were sought to address issues when no other group existed. She noted tourism had almost risen to its 2019 visitation level and work continued to attract more tourists. Ms. Larson further noted her concerns with a property owner who was not living on-site with an employed caretaker as the neighbors' contact point.

Ms. Sadler expressed her concern about SUP holders and the lack of contact. She noted addressing that point in the future. Ms. Sadler further noted her concern about the SUP transferring with the land as noted by Mr. Krapf and Mr. Kinsman. She reiterated the desire to stop the SUP moving in perpetuity with the land rather than an owner or business.

Mr. Icenhour noted some personal experience with Airbnbs in Colorado and Virginia. He further noted Ms. Larson's point of rentals typically in older neighborhoods with affordably priced homes. Mr. Icenhour noted the lack of HOAs in these neighborhoods. He stated he felt neighbors were less fearful of wild parties and riots, but concern regarding their expectations for their homes and community when purchased. Mr. Icenhour noted his neighborhood had a very strict covenant and he was aware of the expectations, adding a mechanism was in place to address issues that could arise. He further noted homeowners' concern over the idea of a neighborhood or a commercial operation. Mr. Icenhour stated the work of the Comprehensive Plan and the opportunities for public input. He noted any community member could find a point or points within the Comprehensive Plan he or she did not like. Mr. Icenhour further noted the Board essentially served as the last line of defense for residential neighborhoods

without an HOA. He added residents sought help from the Board and the Comprehensive Plan attempted to provide some help in this matter. Mr. Icenhour noted if the owner lived on-site then he was agreeable, adding there was a difference in long-term rentals of six to 12 months versus weekly rentals. He further noted that the situation was not perfect, but he was in favor of supporting the Planning Commission's recommendation.

Mr. McGlennon noted there was a struggle within the County to find affordable housing options for employees working in the community. He further noted the need to preserve affordable local housing. Mr. McGlennon noted parties could occur at rentals, hotels, and other short-term rental locations. He further noted he liked the owner-occupied home and the concept of the sharing economy on an individual level. Mr. McGlennon expressed concern over the business potential of rental home accumulations by individuals. He noted the employment of caretakers, but the potential lack of enforcement on certain SUP conditions and zoning codes. Mr. McGlennon further stated he was not in support of the application, nor did it provide the model he wanted to see be used. He added Mr. Hipple's model was more aligned with his vision with owner proximity to the rental, owner engagement with renters, and other factors.

8. SUP-21-0020. 528 Neck-O-Land Road Tourist Home

A motion to Deny was made by James Icenhour Jr, the motion result was Passed.

AYES: 4 NAYS: 1 ABSTAIN: 0 ABSENT: 0

Ayes: Icenhour Jr, Larson, McGlennon, Sadler

Nays: Hipple

Ms. Costello noted Ms. Sharon Dennis, the applicant, had applied for an SUP short-term rental. Ms. Costello further noted the application allowed for the rental of two bedrooms within a single-family home. She cited the zoning specifics, adding the property was located within the Primary Service Area. Ms. Costello noted the SUP, if granted, would allow for short-term rentals throughout the year. She further noted adequate off-street parking was one favorable factor. Ms. Costello noted staff found the proposal did not meet the location recommendations for short-term rentals as cited in the 2045 Comprehensive Plan and thus was unable to recommend approval of the application. She further noted the Planning Commission recommended denial of this application at its December 1, 2021, meeting by a 6-0 vote.

Mr. McGlennon opened the Public Hearing. He called Mr. Krapf to speak on the Planning Commission's behalf prior to the first speaker.

Mr. Krapf addressed the Board noting similar discussion items to the previous application had been considered. He noted the R-8, Rural Residential Zoning District, had also been considered as it was more removed from neighborhoods.

Mr. McGlennon thanked Mr. Krapf and welcomed the first speaker.

1. Ms. Sharon Dennis, 101 St. George's Boulevard, addressed the Board highlighting the zoning for this application differed from the previous short-term rental application. She noted the rural character and no HOA for this property. Ms. Dennis further noted the Planning Commission's reference to the use of exhaustive research, yet no one had reached out to her or other short-term rental owners. She questioned the local demographics in using advertisement on buses and in newspapers, adding most people using public transit did so as they did not own a car and probably not a home. Ms. Dennis referenced an on-site owner was not necessary with the use of technology to monitor the property, adding not all renters were comfortable with the idea of an on-site babysitter. She highlighted sections from the

Zoning Ordinance with relation to R-8 properties and uses within that Zoning District. Ms. Dennis noted specifics for short-term rentals in rural lands within the Comprehensive Plan. She further noted she felt this property met the criteria laid out in the Plan. Ms. Dennis stated she did not live on-site, but resided within minutes of this property. She noted the property on Neck-O-Land Road was rural and she wanted to preserve the rural character, adding that rural character was diminishing up and down the road. Ms. Dennis further noted the issue of affordable housing and maintaining homes, but added development was a factor. Ms. Dennis noted she had a good rapport with her neighbors and she took care of her property. She further noted short-term rentals could be advantageous to the community.

2. Ms. Gail Fisher, 3102 London Company Way, addressed the Board noting her support of Ms. Dennis and her Airbnbs. She noted she had cleaned Ms. Dennis' properties on occasion. Ms. Fisher spoke in support of Ms. Dennis and her character.

3. Ms. Emily Huffman, 2032 Back River Lane, addressed the Board noting she and her husband owned the neighboring property at 530 Neck-O-Land Road. She noted their support of Ms. Dennis' operation of an Airbnb at the property. Ms. Huffman further noted she and her husband operated the front half of their property as an Airbnb and echoed Mr. Hipple's comments on good experiences with their property. She added that as Ms. Dennis' neighbor, she and her husband had observed the damage from long-term renters to Ms. Dennis' property. Ms. Huffman noted her own property had suffered damages during long-term rentals with lower price points. She further noted that had not been the case with their Airbnb guests. Ms. Huffman added they did not foresee short-term rental at this location as a detriment to the neighborhood. She noted the country environment, but also proximity to the amenities in the City of Williamsburg. Ms. Huffman cited the benefits of running short-term rentals and offered support of Ms. Dennis and the SUP application.

4. Mr. Scott Berggren, 5821 Painted Leaf Lane, addressed the Board noting the County's Zoning Ordinances were not in alignment with the Comprehensive Plan. He noted if an SUP came before the Planning Commission and it was outside of the Comprehensive Plan, it would not be allowed. Mr. Berggren further noted removal of SUPs from the Zoning Ordinance. He agreed HOAs protected neighborhoods, but questioned their right regarding long-term rentals. Mr. Berggren noted on-site owners, adding if an individual stayed at a Marriott Hotel, a hotel employee would address issues and not Mr. Marriott. Mr. Berggren further noted the closest neighbor to 528 Neck-O-Land Road was also a short-term rental and that should be a point of consideration. He noted there were 14 SUPs for Airbnbs in the County, but 1,400 were operating in the County. Mr. Berggren further noted that represented a loss of bed tax and revenue for the County.

Mr. McGlennon closed the Public Hearing as there were no additional speakers.

H. BOARD CONSIDERATION(S)

1. Appeal of Notice of Violation, 5032 River Drive

A motion to Adopt the four resolutions was made by James Icenhour, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Liz Parman, Assistant County Attorney, addressed the Board noting four appeals of violations of the County's Erosion and Sediment Control and Stormwater Management Ordinances on residential property at 5032 River Drive were before the Board. She noted staff had cited violations to the property owner, Mr. Danny Patterson, and the contractor, R.A.

Coleman, Inc. for failure to obtain permits for land disturbing activity on the property which resulted in collapse of the rear yard into Diascund Creek. Ms. Parman noted both Mr. Coleman and Mr. Patterson, through their attorneys, had agreed to accept the violations as detailed in the Board's Agenda Packet. She further noted staff's recommendation for adoption of the four resolutions regarding the violations. Ms. Parman added the Board's approval would allow the County to continue settlement negotiations and potentially file an enforcement action if needed in Circuit Court. She noted Mr. Gregory Bean of Gordon Rees Scully Mansukhani, LLP, and Mr. J. Stephen Roberts were present on behalf of their respective clients.

Ms. Larson asked Ms. Parman if she felt this situation would move forward toward a settlement.

Ms. Parman noted she was unsure, but added the resolutions before the Board affirmed the violations and if filing was required in Circuit Court, she was prepared to do that.

Ms. Larson thanked Ms. Parman.

Mr. Hipple asked about the silt that had filled in at that location on the creek.

Ms. Parman noted there was a request to remove the discharge into the creek, adding it had occurred six to seven months earlier. She further noted she was unsure how that would look, but added Virginia Marine Resources Commission (VMRC) was also requesting the same removal.

1. Mr. Gregory Bean, 5425 Discovery Park Boulevard, legal representative for Mr. Danny Patterson, addressed the Board. He noted, for the record, an agreement had been reached. Mr. Bean further noted Mr. Patterson felt he had done no wrongdoing and had followed the rules, but wanted to work toward a settlement and was putting forth a good faith effort. He noted continued negotiations with insurance carriers, neighbors, and other parties to reach a settlement agreement. Mr. Bean noted agreement with the resolutions to move forward.

Ms. Larson thanked Mr. Bean.

2. Mr. Steve Roberts, 905 Richmond Road, legal representative for R.A. Coleman, Inc., addressed the Board. He noted support for adoption of the resolutions. Mr. Roberts further noted email exchanges and if there was any language inclusion which would suggest an intentional act, property improvement, or a dumping site as this was accidental. He noted he had negotiated with Mr. Coleman's insurance carrier, adding the language of negligent or unintentional violation would be helpful in providing coverage for funding the settlement. Mr. Roberts further noted Mr. Coleman had been in business with 30 years during which he had no prior violations. He added this particular part of Diascund Creek had erosion issues due to rising water levels. Mr. Roberts noted this situation had occurred as an attempt to stop erosion rather than create a problem. He was hopeful that other than the addition of that language to the resolution, the resolution would be adopted.

Mr. Hipple noted Mr. Coleman's work ethic and history. He referenced Mr. Roberts' first statement and added he did not consider this as an accident. Mr. Hipple noted he had also spoken with Mr. Coleman regarding the erosion problem.

Mr. Roberts noted he possibly had misspoken. He further noted rather than an accident, the action was unintentional or negligent. Mr. Roberts noted the use of that wording included in the resolutions would be covered under a general liability policy. He further noted the insurance funding was the source of the settlement.

Mr. McGlennon thanked Mr. Roberts. Mr. McGlennon then read the clause in the resolution which addressed the question and it stated “WHEREAS, the Board of Supervisors is of the opinion that the negligent acts of the Appellant resulted in a violation of the County Code.”

Mr. Bean noted the use of unintentional versus negligent was a more appropriate term.

Mr. McGlennon noted his review of the materials concerning this case. He referenced the opinion of the Board of Supervisors and noted his opinion was this was not an accident. Mr. McGlennon further noted questions regarding the acquisition of permits for this particular type of job.

Ms. Parman asked the Board to pass the resolutions with the current language of negligent. She noted those were different uses and the use of unintentional acts was not cited in the County Code, but negligent acts was cited.

Mr. McGlennon sought a motion to adopt the four resolutions affirming the violations of the Erosion and Sediment Control and Stormwater Management Ordinances stemming from the negligent acts of Danny Patterson and R.A. Coleman. He noted the resolutions in the Agenda Packet were revised to correct the identification of the Article number in the County Code as referenced in the resolution from Article I to Article II.

Ms. Parman’s response was inaudible.

2. Authorization for Nine Full-Time Firefighter I-IV Positions

A motion to Approve was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Fire Chief Ryan Ashe addressed the Board noting the authorization for nine full-time firefighters. He noted the request was large and not taken lightly so he wanted to supply a data analysis overview regarding the request. He noted a 2017 discussion with the Board on staffing challenges, increased use for mutual aid with the City of Williamsburg, and response times in some areas that prompted discussion on Fire Station 6. Chief Ashe further noted ensuing budgets allowed for a slow transition to increase staff for Fire Station 6. He stated 12 of 18 positions had been filled by Spring 2020, but the Station 6 project was put on hold. Chief Ashe noted he and Mr. Stevens discussed using those positions to address some initiatives in the Strategic Plan, which included shifting some stress from the City of Williamsburg in supporting the County’s Fire Department. Chief Ashe highlighted operational staffing in a PowerPoint presentation. He noted the minimum daily operational need was 32 staff members. Chief Ashe further noted full staffing required 37 as he highlighted leave time and other factors. He continued the PowerPoint presentation highlighting data analysis on both sick and vacation leave from Fiscal Year (FY) 2017 to present and how it impacted staffing. Chief Ashe noted further analysis detailed reasons for unavailable staff, such as training, etc., during that same time span. He further noted the recruit training timeline was approximately nine months which started at the time of a vacancy through actually working at a fire station. Chief Ashe stated the nine proposed positions were not a new addition, but allowed for maintenance and sustainability of current staffing levels. He noted the average vacancy rate was 2.85%. Chief Ashe continued the PowerPoint presentation highlighting budgeted positions versus available to work during the FY2017-present timeframe. He noted the 24-hour shift breakdown per the three shifts with staffing deficits which resulted in overtime needed. Chief Ashe further noted overtime was not just a budget item, but a generational work-life balance item also. He added if a firefighter worked a 24-hour shift on both Tuesday and Thursday, but had overtime or mandatory overtime on Wednesday, then that firefighter would be at the

station for 72 hours without going home. Chief Ashe noted a mandatory overtime system had been implemented in June 2021 to ensure coverage. He further noted analysis of injuries due to fatigue and other factors was being reviewed. Chief Ashe stated staff overtime was also required for certifications, professional development, support to the regional fire academy instruction, and other factors. He continued the PowerPoint presentation highlighting \$1.2 million was spent on overtime in FY2017 with a decrease to approximately \$600,000 annually from FY2018-2020. Chief Ashe noted the increase in overtime currently, with the difference being funded with General Fund savings. He further noted the overtime budget for the current year was exceeded. Chief Ashe noted change was needed, which included shifting the green line in the chart or removal of a service unit. He further noted the need to respond to James City County calls and that would shift service back to the City of Williamsburg. Chief Ashe noted the overlay graph which highlighted cost, available staff, overtime, and other factors during the same timeline. He further noted the correlation between the drop in overtime with extra staff and the increase in overtime when extra staff was used for daily fire apparatus and other needs. Chief Ashe noted the request for the nine positions was to offset the average unavailable number. He further noted overtime would not be completely eliminated, but this request was to have overtime be more manageable. Chief Ashe continued the presentation highlighting the two options, adding he felt the overtime option was not a long-term sustainable option. He noted the cost of overtime in comparison to benefits for nine additional firefighters and discussion with Human Resources and Financial and Management Services on those points. Chief Ashe further noted the funding for nine positions in relation to the vacancy rate.

Mr. Icenhour noted the last slide was very informative. He referenced the analogy to the airline industry with staffing and overtime. He noted the limitations on staff and the amount of overtime. Mr. Icenhour noted the importance of proper staffing to avoid employee burnout. He further noted he was in complete support of Chief Ashe's request.

Chief Ashe noted he had discussed with Mr. Stevens and Mr. Brad Rinehimer, Assistant County Administrator, that payment would either come from the overtime account or the salary account. He stated the numbers represented in the presentation were annual. Chief Ashe noted the monetary amount referenced in the memorandum and resolution were based on the hire of five people in February with the remaining four to be hired in April.

Mr. Hipple asked about the cost of an additional staff member with a savings of approximately \$100,000.

Chief Ashe responded the calculations were based on groups of three to parallel the three shifts. He noted the data analysis supported nine, but not 12 positions.

Mr. Hipple noted the savings. He further noted the 10th person would assist with vacancies, sick leave, and other situations. Mr. Hipple noted his support of the nine requested positions, adding he would also support 10 positions. He further noted keeping staff from being overworked.

Mr. Icenhour noted overtime was one thing, but mandatory overtime was something that needed to be addressed.

Ms. Sadler noted her agreement with Mr. Icenhour and Mr. Hipple and thanked Chief Ashe for all the department's work. She further noted her support of the positions to ensure continued support to the community.

Ms. Larson thanked Chief Ashe for the data. She noted Chief Ashe's reference to the leave policy in place since the 1980s. Ms. Larson asked if the policy had been reevaluated.

Chief Ashe noted yes. He further noted the policy was based on coverage with four fire

stations though the County now had a fifth station. Chief Ashe explained there was inadequate coverage for vacation leave based on the four stations.

Ms. Larson noted she was referring to decreasing the number.

Chief Ashe replied yes, adding sometimes leave was restricted. He noted time off and mandatory overtime and maintaining a balance.

Ms. Larson referenced the \$70,000 for salary and benefits per position. She asked how that amount compared with neighboring localities. Ms. Larson noted the cost of training and if staff was going to other areas for more pay. She further noted a greater budget impact as employees remained working longer for the County. Ms. Larson stated she felt the request for the positions was justified, but she was curious if the County was paying enough or were people going elsewhere.

Chief Ashe noted Mr. Stevens had addressed County salaries with the Board. He further noted some neighboring localities paid less than James City County while others paid more. Chief Ashe added that point was always being evaluated. He noted during 2016-2017, the Career Ladder and Advanced Life Support which paid intermediates and paramedics, was well below the County's partners. Chief Ashe further noted addressing those points. He added the continuation of losing staff, but in terms of career changes. Chief Ashe noted the career changes were not money-based as previously, but schedule-based with Monday-Friday, 8 a.m.-4 p.m. work shifts to address family changes.

Mr. Stevens noted further discussion on salaries with the Board at its annual retreat. He further noted Police Chief Eric Peterson had discussed salaries, adding of 19 agencies, James City County ranked third from the bottom when graduates came out of the academy. Mr. Stevens noted the difficulty in hiring Convenience Center attendants with the County paying \$12 per hour and the City of Williamsburg paying \$15 per hour. He further noted vacancies with the Planning staff, adding wages were not competitive. Mr. Stevens added that could be market-driven, but it was challenging for many County departments.

Ms. Larson thanked Mr. Stevens.

Mr. McGlennon thanked Chief Ashe for the valuable data provided in the presentation. He referenced Mr. Stevens' comments on retention of qualified staff. Mr. McGlennon noted the outstanding staff in public service.

Chief Ashe noted the County was fortunate to have its dedicated staff. He further noted this request was an important step in helping to achieve a work-life balance.

Mr. McGlennon acknowledged the need for people to recognize that balance and the aspect of personal mental health and work.

Ms. Larson cited a recent personal situation that involved Fire Station 3 and a family member. She noted the level of professionalism and compassion and was appreciative. Ms. Larson added she knew staff handled calls in that manner on a regular basis, but she was very thankful.

Chief Ashe thanked Ms. Larson.

3. Ordinance to amend James City County Code section 20-45 to allow the Commissioner of the Revenue to assess a penalty for late returns (Action deferred at Nov. 9, 2021 Regular Meeting)

This item was moved to Public Hearings as Item No. 3 with an earlier Agenda amendment vote.

I. BOARD REQUESTS AND DIRECTIVES

Mr. Icenhour noted he had nothing to report.

Mr. Hipple noted discussion on black lights which were LED lights. He requested the Planning Commission look into the lights based on the specifics of that style. Mr. Hipple noted half of the Chesapeake Bay Bridge Tunnel had these black lights. He further noted the design did not cast out extra light. Mr. Hipple noted the possibility of these lights being addressed in County Ordinances. He further noted the cost difference between the LED and traditional lights was minimal in addition to energy saving features. Mr. Hipple noted the Commonwealth Transportation Board (CTB) had a meeting today. He further noted CBT's consideration of a P-3 tolling along Interstate 64 (I-64) to build the remainder of the interstate project. Mr. Hipple noted the funding and projected timeline, adding he was not in favor. Mr. Hipple further noted the P-3 would run from Interstate 295 (I-295) to the James City County line at Lightfoot with a gap from Lightfoot to Jefferson Avenue. He noted taxpayer money which supported Hampton Roads Transportation Accountability Committee (HRTAC) and funding for the roads and expressed concern that citizens would be taxed again with the P-3 toll. Mr. Hipple further noted long-term concerns with the proposal and possibility of the P-3 toll.

Ms. Larson noted she had heard the route was Interstate 95 to Exit 234 (I-64) with a separate turnpike.

Mr. Hipple noted it would add to the existing interstate to make it three lanes.

Ms. Larson asked about the toll.

Mr. Hipple noted two additional running lanes which would be tolled.

Ms. Larson asked if those lanes would be attached to the existing highway.

Mr. Hipple noted it would match what was currently on I-64 and run up to 295. He further noted if traffic became congested, a toll could be paid to bypass the congestion. Mr. Hipple stated two lanes would still be free, but the third lane would be tolled though the specifics were not known yet.

Ms. Larson noted I-895 drivers were tolled both ways with tolls for use of the interstate and when exiting the interstate.

Mr. Hipple noted he wanted to make the Board aware of the toll possibility. He further noted HRTAC could only use its funding for new roads. Mr. Hipple added he was not in favor of the proposal but would keep the Board informed as more information was available.

Mr. McGlennon asked Mr. Hipple to keep the Board informed, particularly if the Board needed to become involved on the matter. He noted Mr. Sheppard Miller, CTB Chairperson, was from the Hampton Roads area and familiar with the area transportation issues and work.

Mr. Hipple noted Mr. Miller's partnership had been very helpful. He further noted Mr. McGlennon's involvement with the Hampton Roads Transportation Planning Organization (HRTPO) and the Hampton Roads Planning District Commission (HRPDC) would be helpful also.

Ms. Larson referenced the recent weather delay and the traffic impact. She noted the need for

underground power lines in the local area. Ms. Larson expressed her frustration with power outages in modern times, particularly as the recent storm was not huge with excessive snow totals.

Ms. Sadler asked Mr. Stevens for an update on the Toano convenience center. She noted she had received several citizen emails.

Mr. Stevens noted the County operated three convenience centers with locations at Tewning Road, Jolly Pond Road, and Toano. He further noted the temporary closing of the Toano site with reduced hours at the Tewning Road site due to staffing issues. Mr. Stevens stated the Solid Waste Division which oversees the operations of these sites has nine positions of which four are full-time and five are part-time. He noted there are currently four vacant positions, one out sick, and one under quarantine as of today which left only three staff members. Mr. Stevens further noted this had been the case for several months. He noted the Buildings and Grounds Division in General Services had been considered for staffing, but seven of those 30 positions were vacant causing staff issues there also. Mr. Stevens noted Parks and Recreation staff had previously assisted, but that division was currently having similar staffing vacancies. He further noted the inconvenience to County residents. Mr. Stevens noted reviewing other options, adding a recent hire as well as a job offer being made later in the week. He further noted discussion of temporary closing Tewning Road several days a week while reopening Toano several days a week. Mr. Stevens added the logistics of moving equipment and staffing were factors for consideration. He noted the goal was to reopen the site in the next several weeks.

Ms. Sadler noted communication from residents asking for temporary signage on Richmond Road to list the operating hours. She asked Mr. Stevens about the possibility of the signage.

Mr. Stevens noted signage at the convenience center itself could be addressed as well as options. He further noted the signage was a good suggestion.

Ms. Sadler thanked Mr. Stevens.

Mr. McGlennon echoed Mr. Stevens' earlier comment about the surge in COVID-19 cases. He encouraged the community to get vaccinated, wear masks, and follow the safety protocols. Mr. McGlennon thanked the video team for its compilation of Betty White performances from the public domain in honor of her 100th birthday. Mr. McGlennon noted a local resident, Mr. Bert Aaron, who had passed away just shy of his 100th birthday. He further noted the accolades of Mr. Aaron and his service to the community. Mr. McGlennon extended his sympathy to Mr. Aaron's family.

J. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens noted the high level of COVID-19 cases within the County's workforce and the community. He reiterated the safety protocols. Mr. Stevens requested patience from County residents regarding normal service deliveries impacted with staffing shortages that were pre-pandemic and have worsened in some areas for the County. He noted the continuation of emergency services, but other delivery areas such as building inspections, Parks and Recreation, and convenience center sites may be slower or less frequent. Mr. Stevens noted news from the local hospital system regarding the current variant and vaccinations. He further noted maintaining patience and vigilance in protecting against the virus, adding consideration of the vaccine and/or booster.

K. CLOSED SESSION

Mr. McGlennon noted the personnel consideration was for the Planning Commission and

Thomas Nelson Community College.

1. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia and pertaining to the Planning Commission

A motion to Enter a Closed Session was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 7:50 p.m., the Board of Supervisors entered a Closed Session.

At approximately 7:54 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those matters indicated that it would speak about in Closed Session was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon sought a motion for nomination for the at-large position on the Planning Commission.

A motion to Nominate Mr. John Halderman for that position was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. McGlennon sought a motion for the appointment to the Thomas Nelson Community College Board.

A motion to Nominate Joe Fuentes was made by James Icenhour, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Larson noted Mr. Fuentes' appointment was for the seat previously occupied by Ms. Mary Ann Maimone prior to her death. She further noted her appreciation of Ms. Maimone's service to that Board and to her family for that service also.

L. ADJOURNMENT

1. Adjourn until 1 p.m. on January 25, 2022

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 7:56 p.m., Mr. McGlennon adjourned the Board of Supervisors.

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
BUSINESS MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 25, 2022
1:00 PM

A. CALL TO ORDER

B. ROLL CALL

James O. Icenhour, Jr., Jamestown District
Michael J. Hipple, Powhatan District
Ruth M. Larson, Berkeley District
P. Sue Sadler, Vice Chairman, Stonehouse District - via phone
John J. McGlennon, Chairman, Roberts District

Scott A. Stevens, County Administrator
Adam R. Kinsman, County Attorney

Mr. McGlennon requested a motion to allow Ms. Sadler to participate electronically due to a medical issue that prevented her from attending.

A motion to allow Ms. Sadler to participate electronically was made by Ruth Larson, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon Absent: Sadler

Mr. McGlennon welcomed Ms. Sadler to the meeting.

C. PRESENTATION

1. VACo Certified County Supervisors' Program

Mr. McGlennon welcomed Mr. Dean Lynch, Executive Director of the Virginia Association of Counties (VACo), to the podium. Mr. McGlennon noted the importance of Mr. Lynch's role to local counties, in addition to a substantial source of information and education, training efforts for County Supervisors, and County governments.

Mr. Lynch, Executive Director of VACo, addressed the Board providing insight on the organization for the public. Mr. Lynch stated VACo was founded in 1934 to support the efforts of county officials through education programs, advocacy, and business development services. Mr. Lynch thanked the Board for allowing him the opportunity to be present to recognize Ms. Larson for her achievements in the Certified Supervisors Program. Mr. Lynch touched on this program advising it was founded in 2006, adding there was over 100 graduates representing 40 counties statewide. Mr. Lynch stated Ms. Larson completed over 100 education hours to complete certification. Mr. Lynch noted the Certified Supervisors Program was affiliated with VACo and Virginia Tech. Mr. Lynch congratulated Ms. Larson and presented her with the certificate.

Mr. McGlennon congratulated Ms. Larson on her achievement.

Ms. Larson thanked Mr. McGlennon. Ms. Larson remarked it was a great program. Ms. Larson expressed her gratitude to VACo staff, colleagues, and County staff for all efforts and support. Ms. Larson mentioned it was a very informative program, adding VACo allowed opportunities to collaborate with individuals from other counties in the state. Ms. Larson thanked Mr. Lynch for his presence.

Mr. McGlennon added in addition to Ms. Larson's recent certification, she was also elected second Vice Chair of VACo. Mr. McGlennon congratulated Ms. Larson once more.

2. James City Clean County Commission 2021 Annual Report

Ms. Peg Boarman, Chair of James City Clean County Commission, addressed the Board presenting a PowerPoint presentation. Ms. Boarman recognized the members of the James City Clean County Commission. Ms. Boarman discussed several updates regarding the Commission. Ms. Boarman noted a newsletter was launched this month called "All Hands on Deck". She further noted a successful podcast was conducted at the end of December, adding it received a great deal of feedback. Ms. Boarman reported a new program was launched this past fall called "Litter League", adding litter cleanup kits were available at the local libraries for individuals to check out if desired. Ms. Boarman reported since November 2021 there had been eight check outs of the litter cleanup kits, adding there were two cleanup kits currently circulating at both the James City County Library and the Williamsburg Regional Library. Ms. Boarman stated each library had a total of five cleanup kits in addition to the kits at Tewning Road. Ms. Boarman discussed the Stewardship Hour, which touched on 10 environmental topics, adding this information could be viewed on the County website and/or YouTube. Ms. Boarman spoke about the Litter and Recycling Expo 2020-2021 results in reference to the total individual participation breakdown and materials collected. Ms. Boarman thanked Mr. McGlennon for supporting the cause. Ms. Boarman noted on Arbor/Earth Day the Commission planted a tree at the Williamsburg Botanical Garden, adding she hoped to make it annual occurrence. Ms. Boarman discussed the annual Will Barnes Day Picnic and thanked Mr. Icenhour for his participation. Ms. Boarman noted the James City County Ruritan Club gave the presentation. She further noted the Commission dedicated the Will Barnes Shelter for the first time in which a ribbon-cutting event was held. Ms. Boarman welcomed the Board to attend the Will Barnes Day Picnic on June 18, 2022. Ms. Boarman spoke about the Pollinator and Rain Garden at Veteran's Park in which the first planting event was held on May 8, 2021, adding there was a great deal of volunteers who participated. Ms. Boarman discussed the Great American Cleanup in addition to the Spring Cleanup and the total individual participation breakdown as well as materials collected. Ms. Boarman reported a total of 2.5 tons of litter was collected, adding approximately 42.5 miles within the County had been cleared of litter. Ms. Boarman spoke about the Litter Index which touched on the scoring process and the comparison of litter collected annually. Ms. Boarman reported the results for this year were good, adding the amount of litter had decreased compared to previous years. Ms. Boarman briefly touched on Adopt-a-Spot Program in which two new locations had been adopted. The sign displayed on the PowerPoint presentation was adopted by the Warhill High School Environmental Club, adding the newest location was adopted by Jamestown High School. Ms. Boarman reported eight currently adopted sites, adding the signs would display the current senior class year annually. Ms. Boarman discussed the three campaigns: 1) Recycling Education; 2) Zero Tolerance for Litter; 3) Community Beautification and the programs affiliated with each campaign. Ms. Boarman reported the annual efforts of the James City Clean County Commission on the PowerPoint presentation. Ms. Boarman mentioned the need for Commission members in the Jamestown District in addition to the Powhatan District. Ms. Boarman welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Boarman for the informative presentation. Mr. McGlennon welcomed any questions the Board might have.

Mr. Icenhour asked if June 18 was the Will Barnes Day Picnic.

Ms. Boarman confirmed yes, adding the time that day had not yet been confirmed, but it typically was held around 2 p.m.

Ms. Sadler thanked Ms. Boarman for all her efforts in addition to those individuals who volunteered to do litter pick-ups. Ms. Sadler pointed out a couple of her grandsons participated in the litter pick-up efforts, adding she felt it was important to get youth involved and to educate.

Ms. Boarman stated she appreciated the recognition; however, it was the efforts of the James City Clean County Commission.

Mr. McGlennon stated Ms. Boarman's efforts had a significant impact on the success of the Commission, adding the ability to motivate others to volunteer in keeping the County clean and beautiful. Mr. McGlennon thanked Ms. Boarman for the presentation.

Ms. Boarman thanked Mr. McGlennon and was appreciative of the Board's support.

D. CONSENT CALENDAR

Mr. McGlennon asked if any Board member wished to pull or discuss any items.

Ms. Larson stated she would make the motion to approve the Consent Agenda; however, she did not wish to pull any items she just had several questions that could be asked afterwards.

1. Acceptance of Housing Vouchers - \$59,787 - State Rental Assistance Program

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

2. Additional Appropriation - \$220,000 - 2019 Scattered Site Housing Rehabilitation Community Development Block Grant

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

3. 2021 Scattered Site Housing Rehabilitation - Community Development Block Grant - Adoption of the Amended Housing Rehabilitation Program Design

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

4. Competitive Grant Award - \$16,000 - Litter Prevention and Recycling Program (Glass Recycling)

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

5. Contract Award - \$127,172 - Automatic Cardiopulmonary Resuscitation Devices

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

6. Contract Award - \$245,738 - Emergency Communications Center HVAC Backup Generator

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

7. Dedication of the Streets in the Mason Park Subdivision

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

8. Dedication of the Streets in Section 6 of the Peleg's Point Subdivision

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

9. Grant Award - \$28,000 - Bulletproof Vest Partnership

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

10. Grant Award - \$47,797 - Commonwealth Attorney - V-Stop Grant Program Fund

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

11. Grant Award - \$24,651 - Fiscal Year 2022 Digital Forensics Training for Investigators

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

12. Grant Award - \$33,333 - Fiscal Year 2022 Law Enforcement Officer Safety and Wellness:
Addressing Psychological Needs of Law Enforcement

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Larson commended County staff for efforts in obtaining these grants. Ms. Larson was curious if Item No. 12 was ever previously conducted or if this was a new effort. Ms. Larson requested Police Chief Eric Peterson to address the Board on Item No. 12 in further detail.

Chief Peterson addressed the Board advising this was a new initiative to support the welfare of County law enforcement, adding it would be an ongoing contract with a certain provider

throughout the year.

Ms. Larson asked if this program was available to all officers and if it was confidential between the officer and the provider.

Chief Peterson confirmed yes, adding the initiative was mandatory; however, it also included educational meetings as well.

Ms. Larson thanked Chief Peterson.

13. Grant Award - \$17,991 - Litter Prevention and Recycling Program

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

14. Grant Award - \$16,000 - State Homeland Security Program

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Ms. Larson requested Fire Chief Ryan Ashe to address the Board in regard to Item No. 14 which referenced the Community Animal Response Team.

Chief Ashe addressed the Board advising the Community Animal Response Team started after Hurricane Sandy in which several of the regulations changed when it came to sheltering animals. Chief Ashe stated when taking the animals to the shelter there was a requirement to ensure a group of individuals were able to assist with the daily duties of those animals such as walking them, feeding them, etc. Chief Ashe noted this was another volunteer group to assist with that requirement.

Ms. Larson thanked Chief Ashe.

15. Grant Award - \$5,000 - Williamsburg Health Foundation 2021 Emergency Management

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

16. Minutes Adoption

A motion to Approve was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

The Minutes Approved for Adoption included the following:

- November 23, 2021, Business Meeting
- December 3, 2021, Joint Meeting
- December 14, 2021, Regular Meeting
- January 3, 2022, Organizational Meeting

E. BOARD DISCUSSIONS

1. James City County Facilities Master Plan Update

Mr. Shawn Gordon, Capital Project Management Engineer of General Services, addressed the Board to provide a brief introduction on the James City County (JCC) Facilities Master Plan discussion. Mr. Gordon recognized Mr. Tony Bell, Managing Principal for Moseley Architects, and Mr. Andrew McVeigh, Project Manager of Moseley Architects. Mr. Gordon stated building on a space needs assessment the JCC Facilities Master Plan provided a road map to meet the County's space needs for the next 20 years for the most critical facilities. He further noted at the 75% stage there were two options presented for County Administration facilities, adding now at the 100% stage the preferred option had been identified as the master plan. Mr. Gordon reported there was one additional option primarily in the public safety sector which would be identified as an alternate concept. Mr. Gordon advised cost assessments were developed for all facilities master plan options which were projected for the year 2040. Mr. Gordon mentioned the master plan included the Williamsburg-James City County (WJCC) School Administration and the WJCC Court operations. Mr. Gordon advised of scheduled presentations with the WJCC School Board would be held at the next Regular Meeting in February, adding the WJCC Courthouse presentation would be at an earlier time that day. Mr. Gordon welcomed Mr. Bell to the podium to present the PowerPoint presentation.

Mr. Bell addressed the Board to provide an update on the JCC Facilities Master Plan. Mr. Bell reported a Facilities Space Needs Assessment was conducted in August of 2020 which observed the existing space available at County facilities, data of current departments personnel population, and anticipated growth of personnel and physical space. Mr. Bell noted this information collected was used to create the master plan to determine the expansion needs to fulfill the 2040 Space Needs of the various County departments. Mr. Bell explained the master plan was an overview and it did not provide specifics; however, it did provide a much-needed direction to utilize for the future. Mr. Bell discussed the preliminary budget estimates which were provided for all facilities identified in the master plan. Mr. Bell advised the budget estimates were factored by several different components highlighted on the PowerPoint presentation. Mr. Bell pointed out the Warhill location on the PowerPoint presentation, which was determined to include two sites: 1) Warhill Site - Opportunity Way; and 2) Warhill - Water Tower, which included the proposed facilities and estimated costs associated for those facilities. Mr. Bell touched on the Emergency Communications Center would move from its current facility into the County Administration building, adding the satellite services would remain in the current building. Mr. Bell stated Fire Station 1 would be expanded. Mr. Bell remarked these proposed facilities were based off long-term needs and growth. Mr. Bell mentioned Fire Station 2 would also need an expansion of approximately 6,700 square feet, adding the existing Fire Station 2 was currently used as a logistics warehouse which would be replaced, but the building could be used for County storage or demolition as an option if the County saw fit. Mr. Bell moved on to Fire Station 3 and the proposed recommendations were to replace the existing apparatus bays and to face the bays toward John Tyler Highway to provide improved logistical operations, adding the existing bays could be renovated to serve storage needs, dormitory, or fitness space for the fire station. Mr. Bell noted Fire Station 4 was well sized; however, a recommended expansion of approximately 2,000 square feet would be sufficient for future growth. Mr. Bell further noted Fire Station 5 needed more apparatus bay space, adding proposed expansion to the south of the existing station. Mr. Bell continued the PowerPoint presentation and moved onto proposals for James City Service Authority (JCSA) which would occupy the entire campus on Tewning Road. Mr. Bell added the existing buildings on Tewning Road in addition to the northeast corner be demolished to build a consolidated facility for JCSA. Mr. Bell noted the operations facility would stay but would build a two-story administration wing and then a single-story operations wing to include

apparatus bays. Mr. Bell pointed out the Colonial Community Corrections department would remain in the existing facility; however, a renovation was proposed. Mr. Bell advised the Voter Registrar would move into a new facility indicated on the PowerPoint presentation in which a renovation was proposed as well. Mr. Bell discussed the Human Services Center in which Olde Towne Medical and Dental Center would move from the facility and Social Services would occupy the entire facility, adding it could potentially be a two-step process to renovate the space once vacated in addition to a proposed expansion of approximately 3,700 square feet. Mr. Bell remarked some of these projects included several phases in which work could be done in increments to be more cost effective, adding the County had used this strategy several times in the past 50 years. Mr. Bell continued the PowerPoint presentation and pointed out the James City County Recreation Center which proposed an expansion for additional administration space as indicated on the PowerPoint would be towards Longhill Road, adding the expansion would be adjacent to the multipurpose rooms in which the administration wing could also utilize those rooms for overflow/flex space. Mr. Bell indicated the Solid Waste Facility proposed a new facility of approximately 1,500 square feet to replace the existing facility. Mr. Bell pointed out the James City Government Center campus on the PowerPoint presentation in which there had been no determination on this site yet, adding that concluded the presentation. Mr. Bell welcomed any questions the Board might have.

Mr. McGlennon thanked Mr. Bell for the PowerPoint presentation and asked if the Board had any questions; there were no questions.

Mr. Bell informed the Board of the next steps which included future planned projects implemented into the Capital Improvements Program (CIP). Mr. Bell recommended a more cost-effective approach which included incremental completion.

Mr. McGlennon noted the importance of the figures estimated for these proposed projects evaluated by year was not the viewpoint, but more of a continuum. He further noted certain proposed projects would be short-term while others would be more long-term. Mr. McGlennon remarked even if the County were to consider all projects proposed which estimated to approximately \$522 million in 2040 dollars it was important to note that would be over a 20-year period.

Mr. Bell replied correct, adding that would be the case if the County chose to not to pursue anything for the next 20 years, while the needs continued to accumulate.

Mr. McGlennon pointed out this was not the entirety of the County's CIPs as there was other components which were not factored into this study.

Mr. Bell confirmed that was correct, adding instructional space for County schools was not included in this study conducted.

Mr. Icenhour recommended a later discussion pertaining to Fiscal Year (FY) 2023-2024 budget in which the proposed projects would be ranked by the need, which in turn would be implemented into the CIP.

Mr. Stevens replied some of these proposed projects had already been incorporated into the CIP, adding while other items may shift as time progressed.

Ms. Larson thanked Mr. Bell for the presentation. Ms. Larson expressed her concern of the costs associated with the future needs of the County as well as the County citizens who were watching from home. Ms. Larson advised she looked forward to collaborating with County Administration on how to proceed moving forward.

Mr. McGlennon thanked Mr. Bell, Mr. Gordon, and all other participants for all the hard work

that went into the study.

2. Minimum Wage Impact Analysis

Mr. Patrick Teague, Director of Human Resources, addressed the Board to discuss recent changes to Virginia's minimum wage, upcoming changes, the County's plan, and the impacts associated with those changes. Mr. Teague presented a PowerPoint presentation in which the Commonwealth of Virginia had approved legislation which would increase the minimum wage in two phases. Mr. Teague stated on January 1, 2022, the minimum wage in the Commonwealth of Virginia would increase from \$9.50 per hour to \$11 per hour; following January 1, 2023, the minimum wage would increase again from \$11 to \$12 per hour. Mr. Teague referred to the PowerPoint which discussed the required changes to the County's pay scale in order to comply with the Commonwealth of Virginia's new minimum wage. Mr. Teague reported as of October 2021, the County's workforce totaled approximately 1,100 employees, adding approximately 75% of County employees were full-time employees. Mr. Teague added there were no full-time employees who earned less than \$12 per hour. Mr. Teague discussed the non-full-time employees which included part-time, on-call, and temporary employees that consisted of 77 employees (29.2%) who earned less than \$12 per hour in which 43 employees (16.3%) earned less than \$11 per hour in addition to 34 employees (12.9%) who earned between \$11 and \$11.99 per hour. Mr. Teague explained while base pay adjustments needed to be viewed, compression effects also needed to be considered to maintain the County's pay relationships. Mr. Teague reported Phase No. 1 had been completed to meet the \$11 per hour standard as of January 1, 2022, adding the County's minimum wage would further increase to \$12 per hour in February 2022 approximately one month later which would comply with the Commonwealth of Virginia's minimum wage requirements. Mr. Teague noted each phase included additional compensation adjustments for affected non-full-time and full-time employees to mitigate pay compression. Mr. Teague presented an overview of the pay adjustments in each phase in addition to the cost summary breakdown. Mr. Teague reported for FY 2022 the estimated total cost of the minimum wage adjustment was approximately \$113,000, rising to \$246,000 annually, adding this included benefit roll-up costs. Mr. Teague stated the determination of \$12 per hour was due to a recent study conducted in which retail positions in the local area base pay started at \$12-\$14 per hour, adding the City of Newport News in December 2021 increased its minimum wage to \$12 per hour. Mr. Teague expressed by increasing minimum wage to \$12 per hour now the County would be in a more competitive position. Mr. Teague welcomed any questions the Board might have.

Mr. Icenhour asked what the percentage was in reference to compression effects.

Mr. Teague replied he did not have an exact figure to provide; however, approximately 40% of the costs would reference compression effects and 60% would reference the base pay adjustments.

Mr. Icenhour replied that was helpful, thank you.

Mr. Hipple asked if those two numbers added together was a total cost.

Mr. Teague confirmed yes, adding the total cost reflects both the 2.5% adjustment for compression for any individual under \$16 per hour in addition to the raising wages for any individual under \$12 per hour.

Mr. Hipple understood the \$12 per hour aspect; however, he inquired on the impact that would have on the County for the following year. Mr. Hipple provided an example in which an

employee who was hired mid-February of this year, adding next year minimum wage increased to \$12 per hour in which a new hire got hired at the same rate the tenured employee who had been working with the County for eight months. Mr. Hipple expressed the pattern would continue.

Mr. Teague replied an effort was put forth to implement adjustment of minimum wage in addition to a regular salary adjustment into the FY 2023-2024 budget to alleviate those concerns.

Mr. Hipple thanked Mr. Teague.

Ms. Larson asked if this was worked into this year's budget.

Mr. Teague responded no.

Ms. Larson asked where the funds for this adjustment was coming from.

Mr. Teague was uncertain.

Mr. Stevens advised there was sufficient funds to cover the adjustment expenses if that was the concern. Mr. Stevens expressed the importance of increasing minimum wage this year opposed to next as there were many businesses hiring with competitive base pay, working in a controlled environment, and other incentives while many of the County job listings required work performed outdoors. Mr. Stevens noted the \$12 per hour would help but would still incur challenges. Mr. Stevens further noted he heard of a few surrounding localities that were raising their minimum wage to \$15 per hour. Mr. Stevens stated the County was behind in the aspect of current minimum wage, adding it was challenging a time for local governments and private sectors in terms of pay equity. Mr. Stevens reiterated the funds were available to cover the adjustment expenses; however, it was not specifically budgeted for that intent.

Mr. McGlennon presumed some of the funds available to address this concern was due to the inability to fill some of those positions.

Mr. Stevens mentioned Ms. Day would be speaking after Mr. Teague, adding he felt confident there were funds available to cover the adjustment expenses this year.

Ms. Sadler remarked the importance of addressing the ongoing staff shortages in the County.

Mr. McGlennon stated he and Mr. Stevens attended the Virginia Peninsula Mayors and Chairs Commission in which this was a challenge statewide in addition to nationwide.

Ms. Larson agreed this was an ongoing issue everywhere. Ms. Larson thanked Mr. Teague.

Mr. McGlennon thanked Mr. Teague.

3. Pre-Budget Business Meeting Discussion

Ms. Sharon Day, Director of Financial and Management Services, addressed the Board to provide an update on the County's finances in addition to a few items pertaining to the FY 2023-2024 budget. Ms. Day advised tonight's presentation included an overview of the Department's budget in which she would address the minimum wage comment at that time. Ms. Day referred to the PowerPoint presentation to advise of the topics to be discussed,

which included FY 2021 final year-end results and fund balance, results of operations through the second quarter, finances pertaining to the COVID-19 pandemic, and FY 2023-2024 budget highlights. Ms. Day stated at the October 26, 2021, Business Meeting she provided a detailed budget update for FY 2021, which was based on preliminary figures at that time, adding the annual financial audit was far along in which the figures did not change significantly. Ms. Day recapped the FY 2021 results of operations which indicated a revenue of approximately \$218 million, adding the expenditures were approximately \$192 million which resulted in a surplus of approximately \$26 million. Ms. Day highlighted the breakdown of the surplus funds which included approximately \$1.8 million from a decrease in health and dental claims, approximately \$8.1 million was returned to the County from the school division, adding that was their end of year surplus, approximately \$5.6 million was set aside for FY 2022 budget to assist with CIP and debt service needs, and the remaining balance of approximately \$11 million went to the unassigned fund balance. Ms. Day noted \$7 million of that unassigned fund balance was allocated this past summer to property acquisition in reference to the courthouse properties. Ms. Day discussed the unassigned fund balance, adding it was mandatory due to fiscal policies to maintain an unassigned fund balance which equals or exceeds 12% of the County's general governmental expenditures. Ms. Day noted this fund was much broader than a general fund as it included funding for other programs such as Housing, Social Services, CIP needs, etc. Ms. Day reported that average was typically approximately \$250 million annually, adding at the end of FY 2021 the requirement equated to a fund of at least \$30 million; however, the County exceeded that at a balance of approximately \$56 million. Ms. Day noted the Unassigned Fund Balance had been utilized during the COVID-19 pandemic for expenditures which were cut from the budget due to the uncertainty of the pandemic, but still deemed pertinent for one-time uses such as, the property acquisition of the courthouse buildings, equipment replacements, and items of that nature. Ms. Day further noted while the Unassigned Fund Balance had been used more recently during the pandemic than in the past, the monies was used strategically to ensure the funds remained above the \$30 million requirement. Ms. Day discussed the pertinence of an Unassigned Fund Balance which provided cash flow during economic hardships, decreased cash balances, minimized the amount borrowed, severe weather resulting in storm related damage, adding while some storm-related damage was reimbursed by the federal and state government, it typically only covered 60%-75% in addition the reimbursement could take six months up to one year to receive. Ms. Day noted to avoid using the Unassigned Fund Balance for operational needs, adding it would create a budgetary imbalance. Ms. Day mentioned the example, which was discussed today in regard to minimum wage, adding it was not recommended to use the Unassigned Fund Balance for that purpose as it would be an ongoing expenditure. Ms. Day explained the Unassigned Fund Balance would be a last recourse to fund a significant need; however, it was pertinent to replenish the fund balance. Ms. Day pointed out the several grants the County was awarded this evening, adding that was a half a million dollars' worth of grants with 10 grants to six different departments. Ms. Day noted grants were awarded typically on a regular basis, which the County looked for those funding opportunities to alleviate some of the operational expenditures. Ms. Day discussed FY 2022 which included the full year's budget in addition to six months of activity which would cover July-December. Ms. Day reported an overall upturn since the height of the COVID-19 pandemic. Ms. Day stated general property taxes was the County's largest source of revenue which included real estate and personal property taxes. Ms. Day discussed the comparisons between last year and this year highlighting the differences was other local taxes, state and federal, and the uses of the Unassigned Fund Balance. Ms. Day explained the decrease in state and federal revenue of approximately \$5 million was related to a sales tax for education, adding it used to come to the County as revenue and then was paid to the schools as an expenditure; however, now it goes directly to the school division. Ms. Day highlighted the usage of the fund balance for FY 2021 which included: purchase orders, supply chain issues which required advance purchase, capital needs, budget restorations, and a 2% raise to County staff. Ms. Day moved on to discuss the usage of the fund balance FY 2022 which included approximately \$5.8 million towards planned CIP projects, acquired the courthouse

property for approximately \$7 million, allocated approximately \$2.8 million to the school division for the design of a new preschool, and some outstanding purchase orders from last year which totaled to approximately \$1.5 million. Ms. Day highlighted the General Fund Excise taxes for July-Dec. 2021 on the PowerPoint presentation. Ms. Day reported a significant improvement in comparison to last year's figures due to the COVID-19 pandemic. Ms. Day discussed a comparison from pre-pandemic times FY 2019 to current FY 2022 to assess the improvement. Ms. Day reported about a 30% increase based on FY 2019 figures, adding prior to the pandemic the County was averaging approximately \$900,000 per month and currently the County was averaging approximately \$1.2 million per month. Ms. Day noted most likely the increase was due to online sales tax. Ms. Day further noted lodging tax was up about 13%, adding meals tax was up about 8%. Ms. Day remarked the community was still in highly volatile times in which the Omicron variant strand of COVID-19 was impacting our economy, in addition to the inclement weather we had recently. Ms. Day added she would not be surprised if there was a decrease in revenue reflected for the months of December 2021-January 2022. Ms. Day noted a new cigarette tax which was recently implemented in FY 2022 advising there was no prior data to show for comparison purposes. Ms. Day further noted the budgeted amount was approximately \$900,000, adding through December the County had collected approximately \$350,000 although that figure only reflected approximately three months of revenue collected as the cigarette tax was implemented in September 2021. Ms. Day remarked if the trend continued at the current pace annually the County would come in above budget. Ms. Day discussed the General Fund spending on the PowerPoint presentation, adding if all expenses came in evenly the anticipated average would be approximately 50% of the County's budget would be utilized. Ms. Day stated contributions to outside entities and transfers to other funds was a significantly higher percentage of 72% compared to the other categories. Ms. Day pointed out a line graph on the PowerPoint presentation which indicated how each department was faring compared to budget. Ms. Day explained the green line indicated the 50% benchmark while the red line indicated results for each County department, adding the departments under the benchmark was primarily due to employee turnover. Ms. Day stated the County exhibited turnover and vacancies across-the-board in addition to early retirements. Ms. Day noted for the departments which indicated above higher benchmark it did not necessarily reflect the actuality reiterating if expenses came in evenly, which was not always the case. Ms. Day provided an example such as, Financial Administration which paid the County's annual insurance premiums and the annual audit, adding the insurance premiums were required to be paid in full in July, while the annual audit payment was due in the fall, so that full year budget had already been spent. Ms. Day touched on contributions to outside entities and transfers to other funds. Ms. Day noted this was the category for which the County funded a lot of outside agencies and non-profit organizations, adding full budgeted payment was received in July. Ms. Day further noted fund transfers were conducted to support Social Services, housing, capital programs, etc., those payments were also made in the beginning of the year; therefore, the percentages tend to skew higher. Ms. Day moved on to discuss COVID-19 pandemic funding. Ms. Day mentioned the financial updates provided did not include COVID-19 funding as it was a separate funding source, adding Coronavirus Aid, Relief and Economic Security Act (CARES) and American Rescue Plan Act (ARPA) both had their own fund accounts. Ms. Day explained the funds are set aside separately to not comingle with the County's operational outlook. Ms. Day noted the COVID-19 funds were a one-time fund to assist with the COVID-19 pandemic hardships, adding it was not an ongoing revenue source. Ms. Day reported the CARES funding had been fully utilized. Ms. Day stated the ARPA funding uses had been approved by the Board, adding the next step was to utilize the personnel to assist with some of the programs in addition to various procurements to jumpstart some of the capital projects. Ms. Day noted the County continued to monitor the inflation and the supply chain concerns to modify if needed. Ms. Day further noted the County's Treasury Department recently released the final rule in regard to guidance of the usage of the ARPA funds, adding collaborative efforts with agencies such as, National Association of Counties (NACo) and VACo to ensure the necessary procedures were in place. Ms. Day reiterated the drastic economic fluctuations due to the pandemic in

addition to the supply chain, personnel, and significant increased costs of construction concerns; however, it was a national predicament. Ms. Day moved on to discuss the two-year budget FY 2023-2024 on the PowerPoint presentation. Ms. Day stated the County was in the process of a real estate biennial assessment, adding mailed notices anticipated to be sent out by the end of February. Ms. Day discussed items that were already incorporated into the FY 2023-2024 budget. Ms. Day advised FMS had been working with Human Resources on the personnel need component, the CIP requests had been submitted, reviewed, and sent to the Planning Commission to ensure compliance based on the 2045 Comprehensive Plan, the County departments had submitted its operations requests to FMS in which FMS was currently evaluating those, received outside agency requests, in addition to working on revenue projections for the next two years. Ms. Day highlighted the budget timeline on the PowerPoint presentation to include pertinent dates associated with FY 2023-2024 in which concluded her presentation. Ms. Day welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Day for the very informative presentation.

Mr. Hipple expressed he would like to see the fund balance increased to 14%.

Ms. Larson thanked Ms. Day for the financial update. Ms. Larson stated the Tourism Council had its meeting last week and confirmed Ms. Day's suspected decrease in revenue for January. Ms. Larson reported Busch Gardens would be open year-round, adding last weekend when the snowfall occurred, she knew of some local residents who visited the park for meals, which advised that helped the County in regard to the meals tax. Ms. Larson mentioned County hoteliers had reported school group business had been booked, which had not been conducted since the COVID-19 pandemic begun. Ms. Larson stated the tourism market had been strictly leisure, adding there had not been any international, business, or school groups which was a large component. Ms. Larson added Jamestown confirmed several school groups booked as well. Ms. Larson asked if Ms. Day knew of any updates on the Williamsburg-James City County schools' budget, adding she had heard a significant compensation plan for staff was considered.

Ms. Day noted most of the discussion was related to staff compensation and capital needs. She further noted some significant grants were being pursued by the COVID-19 funding. Ms. Day mentioned there was some significant increases to health insurance premiums; however, a consultant was utilized to potentially pursue alternative programs to reduce cost.

Ms. Larson replied thank you.

Mr. Icenhour agreed teachers deserved the compensation; however, expressed his concern of significant inflation rates in addition to the increased medical costs would allow for maybe a 10% raise and the potential to be ineffective. Mr. Icenhour suggested a discussion on this topic for the upcoming budget.

Mr. McGlennon asked about the education sales tax which no longer was funneled through the County but now was dispersed directly to the School Board. Mr. McGlennon asked about the percentage of that sales tax the County kept to reflect a visible increase.

Ms. Day clarified there was two revenue sources for sales tax: 1) the 1% local sales which was dispersed and maintained by the County and 2) the 1.125% sales tax was strictly 100% education; and the County never received any portion of that tax, adding that was now dispersed directly to the School Division. Ms. Day noted the School Division was experiencing similar increases; however, that was more of a statewide increase opposed to the County being more local.

Mr. McGlennon reiterated his question and referred to the PowerPoint slide that indicated the

significant decrease in revenue that was no longer counted, adding what that would look like if it had been applied to the County's revenue an increase or decrease.

Ms. Day indicated a flat rate would have been shown. Ms. Day stated the County received minimal federal funds, adding approximately \$8,000 was received for payment in lieu of taxes. Ms. Day touched on the other part of the category which referred to Constitutional Officers and monies received from the Compensation Board.

Mr. McGlennon requested Ms. Day go to the slide mentioned in the PowerPoint presentation.

Ms. Day initiated the request and referred to the State and Federal Tax category on the PowerPoint.

Mr. McGlennon asked if the County would come close to budget for this year.

Ms. Day stated approximately \$15.6 million for this year yes, adding to date the County had received approximately \$7.4 million which only reflected five months due to the delay in the sales tax. Ms. Day stated if that data was annualized, the County would meet and/or exceed the budget. Ms. Day remarked to her recollection the revenue projection exhibited approximately \$2 million increase in the County's sales tax.

Mr. Stevens referred to the PowerPoint slide and asked Ms. Day if the schools education tax was still incorporated in the County budget the \$15.6 million would reflect approximately \$27 million.

Ms. Day replied yes, approximately \$27-\$28 million.

Mr. McGlennon remarked he wanted to understand the sense of impact to the County's budget now that the education sales tax was no longer being funneled through the County.

Ms. Day referred to the General Fund spending slide. Ms. Day indicated in the category for WJCC School Division it used to reflect approximately \$113 million, which was now approximately \$100 million. Ms. Day stated while the revenue was removed, so was the expenditure so the actual impact to the County budget would be a net zero.

Mr. Stevens noted if the County was experiencing greater sales tax returns so would the WJCC School Division, adding the money unspent at the end of the year would be returned to the County. Mr. Stevens noted by dispersing the education sales tax directly to the WJCC School Division the surplus remained the same.

Mr. McGlennon noted now that the education sales tax was dispersed directly to the WJCC School Division that would reflect an increase to its annual budget forecasts, adding from what he had read there was a discussion of a potentially overall smaller increase in funding that the WJCC School Division was looking for from localities compared to previous years. Mr. McGlennon asked Ms. Day if she saw those figures.

Ms. Day stated she had not seen a preliminary number yet.

Mr. McGlennon thanked Ms. Day for the report. Mr. McGlennon noted positive news in addition to potential ideas to be pursued. He further noted a significant number of one-time monies in which could possibly be used for future needs.

Ms. Latora Rouse, Communications Manager, addressed the Board to present a PowerPoint presentation to include an overview of JCC's FY 2021 Annual Report. Ms. Rouse stated the Annual Report highlighted accomplishments of County departments, adding the full Annual Report was available on the County's website at www.jamescitycounty.va.gov. Ms. Rouse reported a summary of the County's response to the COVID-19 pandemic. Ms. Rouse stated The Greater Williamsburg Vaccination Clinic was a partnership with the City of Williamsburg, York County, the Virginia Department of Health, Colonial Williamsburg, the College of William & Mary, and other community partners. Ms. Rouse noted it opened on January 22, 2021, adding over the course of approximately four months the clinic administered approximately 22,840 doses of the Moderna vaccine to local residents and personnel. Ms. Rouse further noted County departments expanded remote provision of some services. Ms. Rouse highlighted the Building Safety and Permits Division offered remote inspections, Parks and Recreation offered at home versions of some of its Special Events, Social Services Housing Unit provided more than \$1.4 million in assistance for pandemic related needs, and the Solid Waste Division exhibited approximately 25% more users at the three convenience centers compared to the previous fiscal year. Ms. Rouse touched on the County Administration Department achievements which included, a second Assistant County Administrator position which was approved by the Board of Supervisors, a Diversity, Equity, and Inclusion team was established, and the Communications Division launched a redesigned version of the employee newsletter "The Helm". Ms. Rouse moved on to discuss Community Development Department accomplishments which included completion of the second-year update process for the Engage 2045 Comprehensive Plan, significant progress on several transportation projects, and completed new and amended conservation easements on Meadows Farm to protect scenic views along Forge Road. Ms. Rouse stated the office of Economic Development collaborated with Economic Development Authority to issue a contract for approximately 58 acres in the James River Commerce Center, the County welcomed six new businesses and assisted over 125 existing small businesses to secure available pandemic relief funds through the Virginia 30-Day Fund, and Economic Development was awarded a Community Economic Development Award from the Virginia Economic Developers Association (VEDA) for its roles. Ms. Rouse touched on FMS achievements which included a new financial software system, "Munis" being launched through collaborative efforts with the Information Resources Management (IRM) Department, managed over \$30 million in CARES Act and ARPA funds, completed office renovations for social distance requirements, and instituted stricter internal controls to monitor pandemic impacts on County finances. Ms. Rouse indicated the Fire Department took the lead on behalf of JCC to coordinate the Greater Williamsburg COVID Vaccination Clinic, the Fire Department utilized CARES Act funds to upgrade the Emergency Communications Center consoles, and the Fire Department improved response capability by staffing an additional engine company at Fire Station 3 and increased minimum daily staffing at Fire Stations 1 and 5. Ms. Rouse discussed General Services accomplishments which included execution of extensive floodplain management activities as a result the County had been elevated from a Class seven rating to a Class five rating in the National Flood Insurance Program (NFIP) Community Rating System. Ms. Rouse stated JCC was the first community in Virginia to receive a Class five rating, adding County homeowners with flood insurance policies would be eligible for a discount of up to 25% on flood insurance premiums for NFIP policies issued and/or renewed in special flood hazard areas. Ms. Rouse noted General Services Fleet and Equipment Division continued efforts to incorporate alternative fuel equipment into the County's fleet. She further noted General Services commissioned a space needs study to evaluate future needs. Ms. Rouse highlighted Human Resources Department achievements which included transitioning to a virtual format for Benefits Open Enrollment and New Employee Orientation, developing a COVID-19 Preparedness and Response Plan, and celebrating the graduation of the inaugural class of the Emerging Leaders Academy. Ms. Rouse discussed IRM Department accomplishments which included collaboration efforts with FMS as a result completed the County's upgraded financial

system, collaborated with Cox Communications to extend broadband service to students in which CARES Act funds were utilized to support the cause, and providing telework solutions for County personnel. Ms. Rouse touched on Parks and Recreation which partnered with over 40 community organizations to offer more equitable access to recreation services, completed the Chickahominy Riverfront Park Shoreline Stabilization Project, and launched a new registration program called PerfectMind. Ms. Rouse highlighted the Police Department achievements which included being the recipient of the Board of Supervisors 2020 Chairman's Award, the Police Department developing an election date operational plan, adding the plan was nationally recognized and shared as a model for best practices. The Police Department and Colonial Community Corrections staff members were honored with the 2020 Police Chief's Award for their outstanding service during the COVID-19 pandemic. Ms. Rouse pointed out Social Services Department accomplishments which included permanency for 10 foster children was achieved, the benefits eligibility phone line received over 12,000 calls in regard to financial and medical assistance, and participation in benefit programs increased significantly. Ms. Rouse discussed Williamsburg Regional Library accomplishments which included opening the Kiwanis Kids Idea Studio, partnering with the College of William & Mary for One Book, One Community reading project, and debuting a new state-of-the-art Bookmobile. Ms. Rouse concluded her PowerPoint presentation, adding she welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Rouse for the presentation.

Ms. Larson thanked Ms. Rouse for the presentation, adding it was very informative.

Ms. Sadler thanked Ms. Rouse for the presentation.

5. Update on the Natural and Cultural Assets Plan Effort

Ms. Tammy Rosario, Assistant Director of Community Development, addressed the Board stating that Ms. Karen Firehock, Executive Director of the Green Infrastructure Center (GIC) Inc., would provide an update on the progress to date in addition to the next steps of the Natural and Cultural Assets Plan.

Ms. Firehock addressed the Board to present a PowerPoint presentation and highlighted the topics of discussion. Ms. Firehock recapped the project overview for the public. Ms. Firehock noted the plan was an operational initiative in the County's 2035 Strategic Plan, which provided guidance and objectives for the Natural and Cultural Assets Plan. She further noted the importance of natural assets and the benefits of conserving natural assets, adding the natural assets also supported cultural assets. Ms. Firehock discussed the progress to date which included drafted maps of the most intact landscapes in the County, adding it was pertinent to detect connecting corridors as it allowed more resilience. Ms. Firehock indicated the six steps for Natural Asset Planning on the PowerPoint presentation. Ms. Firehock displayed a flowchart in reference to timeline progress on the PowerPoint presentation, adding the Natural and Cultural Assets Mapping Committee (NCAMP) held a meeting in January and provided valuable input which would be implemented into the drafted maps. Ms. Firehock added collaborated efforts would continue alongside the Technical Advisory Committee (TAC) of County staff who provided advice, review, and tech support. Ms. Firehock stated follow-ups were conducted every two weeks to ensure on course. Ms. Firehock mentioned a community survey would be created to allow local residents to view the maps and pinpoint desired areas. Ms. Firehock noted the land coverage information had to be updated as there were some areas that had been developed, so those areas had to be removed from the map, adding while aerial imagery was used to obtain the updated information, there was some field work required to confirm certain data. Ms. Firehock referred to Draft Map No. 1 on the

PowerPoint presentation, adding the green highlighted areas indicated the natural areas which are the most intact and of highest quality. Ms. Firehock noted in comparison to other localities JCC had a substantial number of high-quality landscape areas. She further noted GIC was in the process of ranking the areas as some natural areas may include cultural/archaeological resources which would result in a higher rank. Ms. Firehock referred to Draft No. 2 on the PowerPoint presentation, adding the orange highlighted areas indicated the areas of the County which had the highest value agricultural soils, adding this was the best soil for crops. Ms. Firehock noted this map would be updated to pinpoint farms, farmers markets, and farm stands which may interest local tourists. Ms. Firehock moved on to Draft Map No. 3 on the PowerPoint presentation, adding the green highlighted areas indicated areas to include forested tracts which were large enough to be suitable for forestry. Ms. Firehock noted approximately 30 acres or more would suffice for forestry. Ms. Firehock referred to Draft Map No. 4 on the PowerPoint which indicated sources of water to include streams, wetlands, reservoirs, and floodplains. Ms. Firehock referred Draft Map No. 5 which indicated recreation areas in the County. Ms. Firehock moved on to Draft Map No. 6, which was based on heritage and culture areas, adding this would include historic landscapes, heritage areas, community character areas, and known archeological sites. Ms. Firehock commented this map would need the most input as it depended on community values. Ms. Firehock stated the GIS team was in the process of inputting all comments, sketches, and pinpoints into the maps. Ms. Firehock mentioned the proposed timeline to launch the online community survey was in February, adding the survey would be available for three weeks. Ms. Firehock stated there would also be two in-person comment stations, one would be located at the JCC Recreation Center and the other at the JCC library, which would be available for three weeks as well. Ms. Firehock welcomed staff feedback, adding the items mentioned would require a timeline from February into March. Ms. Firehock noted staff would conduct outreach to existing County committees to provide further insight which would be utilized in the process. She further noted once the most pertinent landscapes were identified then the next step would be to identify corridor connection(s). Ms. Firehock stated the online community survey would be launched officially on Valentine's Day, February 14, 2022, adding once community input was obtained GIC would implement the data into the maps. Ms. Firehock reiterated the timeline process and what was expected moving forward. Ms. Firehock concluded the presentation, adding she welcomed any questions the Board might have.

Mr. McGlennon thanked Ms. Firehock for the presentation.

Ms. Sadler appreciated the presentation, adding she felt Valentine's Day was a perfect date to launch the online community survey. Ms. Sadler asked if the County's local committee would be able to contribute to the survey questions.

Ms. Firehock noted the online community survey was half drafted currently; however, it would be finished sometime this week, adding once completed she would send it to Ms. Rosario who would provide insight on the survey before it was launched to ensure all components were satisfactory.

Ms. Sadler reiterated the question of if the local committee would be able to provide input on the questions that would be on the online community survey.

Ms. Firehock stated absolutely.

Mr. Hipple expressed concern of private landowner dilemmas, adding for instance if members of the community pinned a landscape which was privately owned how would that be handled with the landowner. Mr. Hipple noted concern if the landowner was aware the property owned was considered a significant area in the County and if that could potentially create predicaments in regard to compensation requests and/or restrictions etc.

Ms. Firehock stated that was a great question. Ms. Firehock stated if a privately owned property was identified on the map as a significant area in the County, she assured no one would come to the property and dictate what that landowner does with his/her piece of property. Ms. Firehock provided examples of previous experiences she had in other localities. Ms. Firehock mentioned addressing the private landowner concern on the online community survey.

Mr. Hipple stated private landowners might be concerned with having their property displayed on a map, adding the public may attempt to visit the property. Mr. Hipple expressed it could create confusion.

Ms. Firehock advised GIC would input some clarification in the description to alleviate concern.

Mr. Hipple replied right.

Ms. Firehock referred to the Recreation Map to inform the only areas to be included on that map would be public accessible facilities. Ms. Firehock stated she understood the concerns, adding GIC would be cautious of public versus private aspect.

Mr. Hipple reiterated his expressed concerns.

Ms. Firehock mentioned when parks, trails, etc. were overlaid on the map it would provide an abundance of options which were already available to the public. Ms. Firehock stated the firm was originated 14 years ago, adding numerous of plans had been conducted in Virginia in which she had never run into that situation thus far.

Mr. McGlennon stated this was a very exciting project which in addition would provide some resourceful tools to utilize for future Comprehensive Plan updates, consider various proposals, and how to invest in County resources in preservation of the environment. Mr. McGlennon expressed his gratitude to GIC and County staff for the hard work put into this project.

Ms. Firehock remarked one final comment to advise an individual who was in the process of development wanted to utilize the information for his/her development plans, adding this data could be utilized as a positive tool for several components.

F. BOARD CONSIDERATION(S)

1. James City County Parks Master Plan Update

A motion to Approve was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Alister Perkinson, Parks Administrator, addressed the Board to provide an update on the James City County Master Plan to include the following parks: Upper County Park (UCP), James City County Recreation Center Park (JCCRC), and the Warhill Sports Complex (WSC). Mr. Perkinson stated the master plan was a long-term planning document to provide a conceptual layout to guide the future growth of each park. Mr. Perkinson reported the plans were prepared in 2021 by an interdepartmental team of County staff members which consisted of staff from Parks and Recreation, General Services, and Community Development. He further noted the team held several planning meetings, adding each park was reviewed separately. Mr. Perkinson highlighted the several components that were factored into the evaluation process, adding the initial drafts were created and presented to the Board of

Supervisors in April 2021. Mr. Perkinson stated the team solicited input from the public through a month-long survey period, virtual public meeting, and a Facebook Live presentation in May-June 2021, adding 174 online and paper surveys were received. Mr. Perkinson noted the plans were revised based on the input of the public and the Board of Supervisors. He further noted the proposed plans presented today had been supported by the Parks and Recreation Advisory Commission and the JCC Planning Commission. Mr. Perkinson reiterated these master plans were considered conceptual, adding elements may not be drawn to scale or located in their exact future positions; however, following approval the elements of these plans would be prioritized and implemented into the Parks and Recreation CIP requests. Mr. Perkinson indicated the Special Use Permits (SUPs) for each park would need to be amended to include the necessary changes. Mr. Perkinson spoke about UCP, adding it was one of the County's oldest parks having opened in 1984. Mr. Perkinson stated there was a draft master plan for UCP which was created in the early 1990s; however, there was never an approved master plan for the park. Mr. Perkinson noted UCP had several existing park amenities, adding it was well built out. He further noted citizen feedback and data from the 2017 Parks and Recreation Master Plan was incorporated to guide potential future amenities. Mr. Perkinson explained after reviewal of the master plan it indicated a lack of several park amenities in this region of the County which included hard surface trails, gymnasiums, recreation centers, and indoor pools. Mr. Perkinson discussed the citizen survey feedback which included a multiuse trail, splashpad, and an off-leash area were the most requested amenities. Mr. Perkinson highlighted the existing amenities which included a 25-meter outdoor swimming pool, toddler pool, basketball and sand volleyball courts, picnic shelters, playground, mountain bike trails, a primitive camping area for youth groups, and a seasonal concession stand. Mr. Perkinson noted the team proposed to include the following future amenities: replace the toddler pool with a splashpad to include a spray ground feature, a half-mile paved multiuse trail, community gymnasium with two full-sized indoor courts and fitness area, pickleball and/or tennis courts, off-leash dog area, and an archery range for County programs, adding park maintenance area and increased parking to support the additional amenities. Mr. Perkinson moved on to discuss JCCRC, adding the focus was on the grounds of this site in addition to an adjacent parcel which used to occupy a James City Service Authority (JCSA) water tower. Mr. Perkinson stated there was no existing master plan for this park; however, it was largely developed excluding the adjacent parcel. Mr. Perkinson discussed the citizen survey feedback which included the expansion of the skate park and a request for an off-leash area. Mr. Perkinson touched on the existing park amenities which included the recreation center, skate park, two lighted softball fields, two lighted rectangular fields, 2.1-mile paved multiuse trail, and an Americans with Disabilities Act compliant accessible playground. Mr. Perkinson added the team recommended the following potential future amenities which included a potential expansion of the JCCRC, expansion of the skate park, picnic shelter, off-leash dog area, restrooms to support the picnic shelter/skate park/off-leash dog area and restroom/concession building to support the softball fields. Mr. Perkinson discussed WCP, adding the last update to the WCP Master Plan was in 2016, since that time new features had been added to the park such as a private indoor pool facility and a community garden. Mr. Perkinson stated the utilization of this park was used by many different groups, adding a meeting was held with 22 community partner organizations to solicit input and community needs for this complex. Mr. Perkinson noted the feedback results from the community partner organizations included more lighted rectangular fields, more full-sized baseball and softball fields to support the increased participation in senior softball. He further noted the citizen survey feedback which included full-sized baseball fields, off-leash dog area, and tennis courts. Mr. Perkins stated the team recommended the following proposed future amenities such as synthetic turf field complex which would feature two lighted softball multiuse fields and two lighted baseball multiuse fields, restrooms and concessions, stadium complex which would feature a baseball and softball field, redesign connector road between Longhill Road and Opportunity Way. Mr. Perkinson indicated an existing connector road which essentially connected Opportunity Way to the entrance of the park on Longhill Road, via the WSC parking lot, adding the proposal was to remove the existing connector road from the

middle of the park for a new connector road to go around the park amenities instead. Mr. Perkinson continued the proposed future amenities for the park, an addition to the private indoor pool facility, lighted pickleball and tennis courts, the recently added community garden and General Services maintenance facility was added to the plans in addition to increased parking to support the increased amenities. Mr. Perkinson highlighted a few of the amenities on the 2016 WSC Master Plan to eliminate which included one large baseball complex to allow for increased parking in that area, seven of the multipurpose rectangular fields (four multipurpose rectangular fields would remain), a proposed indoor sports facility, BMX park, and the running center. Mr. Perkinson reiterated upon the adoption of these plans the items would be prioritized and implemented into the Parks and Recreation CIP requests, adding community, citizens need, and funding would determine the timeline. Mr. Perkinson concluded the presentation, adding he welcomed any questions the Board might have.

Mr. McGlennon thanked Mr. Perkinson.

Ms. Larson thanked Mr. Perkinson for the presentation. Ms. Larson commended the Parks and Recreation Department for its outstanding efforts. Ms. Larson expressed her opinion that Parks and Recreation amenities were one of the best amenities the County offered; however, she was concerned with the lack of public pool options in the County specifically for high schools. Ms. Larson understood aquatic centers were costly to operate in addition to the bottom-line component. Ms. Larson aspired for consideration on the demand for public pool space. Ms. Larson noted the lack of softball fields at the WCP. She further noted pickleball had been addressed numerous times, adding while she understood pickleball was a popular growing sport she aspired for more emphasis on alternative youth sports. Ms. Larson remarked she was pleased about the expansion of the skate park. Ms. Larson inquired about the splashpad as she recalled a pool was removed at Chickahominy Riverfront Park to accommodate a splashpad. Ms. Larson asked what the appeal of a splashpad versus a toddler pool.

Mr. Perkinson replied some of it was related to Parks and Recreation trends, adding splashpads served a broader range of age groups. Mr. Perkinson noted toddler pools were being phased out for several reasons: 1) limited on usage; 2) difficult to maintain; and 3) safety concerns.

Ms. Larson replied thank you.

Mr. Icenhour inquired about the off-leash dog areas, adding he noticed the off-leash dog area at the JCCRC where the old water tower used to be was heavily treed which was a great benefit. Mr. Icenhour suspected when the new off-leash dog area is developed that would be considered for shade purposes. Mr. Icenhour mentioned the surface covering concerns when it gets wet and chewed up. Mr. Icenhour asked if Parks and Recreation had conducted any research on what other parks had done in addition to considerations of alternative surface coverings for the off-leash dog areas.

Mr. Perkinson confirmed the department had been looking into the different types of surface coverings. Mr. Perkinson stated that with artificial turf, it could downpour and the dogs would still be able to walk on it; however, there would be cost factors associated. Mr. Perkinson noted as time approached to develop the design that would be investigated further. He further noted evaluation of those surface coverings would need to be researched more in depth, adding there was pros and cons of all the surface coverings it seemed. Mr. Perkinson touched on the shade aspect of the off-leash dog area. Mr. Perkinson confirmed JCCRC would keep the forested area for the off-leash dog area.

Mr. Icenhour inquired if the off-leash dog area at UCP would be in an open field or a shaded area.

Mr. Perkinson advised it would be located in a new growth forested area; however, currently it was located in an existing open field. Mr. Perkinson noted there would be an opportunity to select trees that were there.

Mr. Icenhour replied that would be helpful.

Ms. Sadler requested the list of proposed future amenities for UCP.

Mr. Perkinson reiterated the list which included conversion of the toddler pool to a splashpad, off-leash area, paved multiuse trail, additional court space for pickleball or tennis, archery area for County programs, and a maintenance area for the park staff.

Ms. Sadler replied thank you. Ms. Sadler remarked to keep in mind Stonehouse was adding approximately 1,800 more homes, adding the demand at UCP would increase. Ms. Sadler expressed the archery range would be a great addition to the park.

G. BOARD REQUESTS AND DIRECTIVES

Ms. Larson discussed an Iwo Jima Memorial Park was underway, which was located between the fork for Neck-O-Land and Jamestown Roads. Ms. Larson described the area to include a hill covered with white crosses, flags, and a silhouette of military men. Ms. Larson noted she, and Mr. Jason Purse, Assistant County Administrator visited the property with Mr. John Karafa, President of Iwo Jima Memorial Park Board of Directors. She further noted Mr. Karafa was working with Mr. Purse to make a presentation to the Board soon. Ms. Larson asked Mr. Purse if a date had been finalized yet, adding would that be in February.

Mr. Purse could not provide a confirmed date; however, advised that was the plan.

Ms. Larson replied okay, thank you. Ms. Larson stated she attended the Tourism Council meeting last week. Ms. Larson noted there was a presentation conducted by the Student Youth Travel Association, adding there was discussion on student travel to resume. She further noted it was not where it initially was prior to the pandemic; however, there was some increase in student travel, adding the association anticipated increased growth within the next couple of years. Ms. Larson stated she, and Ms. Sadler participated in a Zoom meeting with a group of citizens last week.

Ms. Sadler mentioned she attended a virtual Economic Development Authority (EDA) meeting. Ms. Sadler reported there was an inducement resolution for an \$8 million bond for Blaine Landing, adding it would come before the Board in the next month or two for approval. Ms. Sadler informed the EDA approved a request to extend the sales agreement study period for the property and contract for James River Commerce. Ms. Sadler noted this week she would attend the Agricultural and Forest District (AFD) Advisory Committee meeting in addition to a meeting with Mr. Stevens. Ms. Sadler congratulated Ms. Larson on the completed VACo certification and participation.

Ms. Larson replied thank you.

Mr. McGlennon reported he attended the Hampton Roads Transportation Planning Organization last week followed by Hampton Roads Planning District Commission meeting, adding a lot of discussion related to transportation concerns in addition to legislative items. Mr. McGlennon stated he attended a briefing on Economic Development which included a report

on the Virginia Ports presented by Mr. Stephen Edwards, CEO of Virginia Port Authority. Mr. McGlennon recognized Mr. William (Bill) Person Jr., who had recently passed away, adding he was a distinguished citizen and served as a Commonwealth Attorney in addition to a local judge. Mr. McGlennon expressed the importance of recognizing Mr. Person's many contributions to the Williamsburg-James City County court system.

Mr. McGlennon asked Mr. Stevens if he had any items to report.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Stevens stated he had no items to report today.

I. CLOSED SESSION

A motion to Enter a Closed Session was made by James Icenhour, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 3:35 p.m., the Board entered Closed Session.

At approximately 5:12 p.m., the Board re-entered Open Session.

A motion to Certify the Board only spoke about those items indicated that it would speak about in Closed Session was made by Ruth Larson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

1. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia and pertaining to 6616 Cranston Mill Pond Road as well as property along the Brick Bat Road Corridor, Jamestown Road Corridor, and the Forge Road Corridor
2. Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia and pertaining to the Planning Commission
3. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711 (A)(8) of the Code of Virginia
4. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711 (A)(29) of the Code of Virginia

J. ADJOURNMENT

1. Adjourn until 8 a.m. on February 3, 2022 for Local Government Day at the Capitol

A motion to Adjourn was made by Michael Hipple, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 5:13 p.m., Mr. McGlennon adjourned the Board of Supervisors.

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Scott A. Stevens, County Administrator

SUBJECT: Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia, and pertaining to parcels along Merrimac Trail and along Pocahontas Trail

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 12:01 PM

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Consideration of a personnel matter, the appointment of individuals to County Boards and/or Commissions pursuant to Section 2.2-3711(A)(1) of the Code of Virginia

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 12:02 PM

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Michael Woolson, Section Chief (Resource Protection)

SUBJECT: Appointment - Chesapeake Bay and Wetlands Board

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 12:00 PM

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Teresa J. Saeed, Deputy Clerk

SUBJECT: Appointment - Colonial Community Corrections Justice Board

ATTACHMENTS:

Description	Type
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REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 12:19 PM

ITEM SUMMARY

DATE: 2/22/2022

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Deputy Clerk

SUBJECT: Adjourn until 5 pm on March 8 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Saeed, Teresa	Approved	2/15/2022 - 12:03 PM